RG 104 RECORDS OF THE BUREAU OF
THE MINT

Records of the Bureau of the
Mint
Correspondence

LETTERS SENT, 1873-1917

Vol. 488 of 600 NC-152, Entry 235

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1.1931.
f-1933
Mint,
hiladelphia,
Pa.

August 11, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Returned herewith please find duplicate and triplicate of approved contracts Nos. T2m-201 and 202 for supplying your institution with gases during the remainder of the current fiscal year. An amended letter of acceptance has been prepared to more definitely cover the question of removal of the empty cylinders, as regards the contract T2m-202; will you please return one copy thereof, after signing same, for attachment to the original of the contract which will be sent to the General Accounting Office.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encls.

(copy)

LEGATION OF PANAMA

WASHINGTON

August 12, 1931.

Mr. R. J. Grant,
Director of the Mint,
Washington, D.C.

Dear Sir:

I beg to acknowledge receipt of your letter of this date, enclosing a sample strike of the Panamanian Un Balboa coin, which you have kindly submitted for approval.

In response to your courteous note I have much pleasure in stating that the coin is hereby approved. Herein I return to you the said sample.

I may say that my Government will be greatly obliged if the coinage is proceeded with as early as possible.

Thanking you for your numerous courtesies so frequently extended to my Government, I beg to remain,

Very respectfully,

(Sgd.) Harmodio Arias,
Minister of Panama.

Bureau of the Mint, Washington, August 12, 1931.

Respectfully referred to the Superintendent of the U.S. Mint, Philadelphia, Pa., for his information.

R. J. Grant,
Director of the Mint.

August 14, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your letter of yesterday pertaining to contracts T2m-201 and T2m-202, will you please forward a copy of the letter of acceptance addressed to the Paschall Oxygen Company, for completion of contract No. T2m-201. All papers pertaining to the contracts were returned with Bureau's letter of August 11th.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

(copy)

LEGATION OF PANAMA
Washington

August 14th, 1931.

Mr. Robert J. Grant,
Director of the Mint,
Treasury Department,
Washington, D.C.

Dear Sir:

On behalf of the Government of Panama I beg to ask you to be kind enough to cause to be furnished, for the account of said Government, the boxes or cases necessary for the shipment of the Panamanian coins now being coined at the United States Mint, at Philadelphia.

The transportation of the coins will be handled by the Panama Rail Road Steamship Line, 24 State Street, New York City, which no doubt will communicate with the Philadelphia Mint, for on this date I have notified said Company that 32.000 balboas in fractional coins will be ready on the 23rd instant, and the balance, that is, 200.000 balboas in One Balboa pieces will be ready on the 29th of this month.

In this connection I beg to say that in accordance with a note of this Legation, of the 11th instant, addressed to His Excellency the Secretary of State, my Government has requested that there be purchased by the Mint 230.02 ounces of fine silver, for the account of my Government, so that with that amount of silver and with the silver contents of the cases of old coins which were forwarded to the Philadelphia Mint from Panama, there be coined the following amounts of fractional coins:

200.000 one-tenth Balboa pieces, and
48.000 one-fourth Balboa pieces.

Thanking you again for your courtesies, I beg to remain,

Yours very respectfully,

(Sgd.) Harmodio Arias,
Minister.

Bureau of the Mint, Washington, August 15, 1931.

Respectfully referred to the Superintendent, U.S. Mint, Philadelphia, Pa., for appropriate action.

R. J. Grant,
Director of the Mint.

August 15, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The retirement record card, Form 2806, for Henry J. Dougherty, prepared by your institution and forwarded to the Bureau, shows that on March 1, 1919, this employee received a promotion in salary from $3.50 to $3.75 per diem. The record in the Bureau's file indicates that this promotion became effective on April 1, 1919.

Will you please correct or confirm the date given by your institution.

Respectfully,

R. J. Grant,
Director of the Mint.

August 17, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please forward Standard Form 1036, Statement and Certificate of Award, to support contracts Nos. T2m-201 and T2m-202.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

August 17, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please forward Standard Form 1036, Statement and Certificate of Award, to support contracts Nos. T2m-201 and T2m-202.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

August 19, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward at once, if you have not already done so, statement showing all moneys, if any, received by your institution during the fiscal year ended June 30, 1931, arising from the sale of Government property or from any other source (except advances from the Treasury), which have not been paid into the General Treasury of the United States.

Respectfully,

M. M. O'Keefe

F-S

Acting Director of the Mint.

August 19, 1931.

Superintendent,
U.S. Mint,
Philadelphia, Pa.

Sir:

Please forward to the Bureau a recommendation for a sixty days' further extension of leave of absence, without pay, for Mr. Thomas P. Halpin, making this recommendation upon the expiration of his present leave, August 18, 1931.

Respectfully,

Acting Director of the Mint.

August 19, 1931.

Superintendent,
U.S. Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau how many medals you have made for the Samoan Commission and to whom the same were delivered. Will you please also forward to the Bureau a copy of the letter of authority from the Bureau to prepare these medals.

Respectfully,

Acting Director of the Mint.

August 24, 1931.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

I am returning the letter enclosed in your letter of August 21, 1931, relative to the manufacture of medals for Grand Lodge of Pennsylvania and Accepted Masons. Due to the fact that the medal department of thr Mint is now operating to capacity on orders for medals, it is suggested that the Grand Secretary of the association named be advised that the mint cannot undertake the filling of the order under consideration, and, therefore, would not be in a position to bid on this work.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

Enclosure.

August 27, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is unable to locate your monthly reports for May and July, 1931, of non-reimbursable services rendered others. Will you please forward same at an early date.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

F-S

August 27, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your reports on forms 474-A, domestic coins received for melting and recoinage, for the six months ended June 30, 1931. The face value of double eagles indicated as having been purchased over the counter is given as $1,895.00; this is evidently in error, as the amount is not divisible by the number of dollars in each coin. The total of the column in which the above mentioned item appears is stated as $5,842.50, while the figures add $100.00 more.

Reference is also made to the item of half eagles stated as having been purchased over the counter during the quarter ended June 30, 1930, $417.50. This item also is not divisible by the number of dollars in each coin.

Respectfully,

W. B. O'Reele

T-S

Acting Director of the Mint.

August 29, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Several years ago, at a time when there was considerable demand for subsidiary silver coin, authority was given for the purchase of deposits of silver free from gold, in conformity with the last paragraph at foot of page 5 of Mint Regulations. That authority is now rescinded, as the stock of subsidiary coin is abundant, with little demand therefor.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

August 31, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of August 27th forwarding memorandum of your bookkeeper regarding the accounts, in connection with the recent Philadelphia visit of the Bureau's Accountant.

It is considered inadvisable to authorize one of the mints to use a predetermined rate for computation of seigniorage until the amended procedure can be authorized for use by all the mints, as use of different methods might be considered by the General Accounting Office occasion for inquiry concerning the lack of uniformity.

The bookkeeping procedure submitted to the mints several years ago for consideration is being reviewed for possible amendment in connection with developments since that time, including the matter of deposit of seigniorage on each day's delivery of coin, the symbolizing of revenue items, and some other features brought to attention by your bookkeeper. As soon as practicable, the Bureau will communicate with you further concerning this matter.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

September 1, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your report on form 474-A of domestic coin received for melting and recoinage during the six months ended June 30, 1931. With regard to the nickel coin, a discrepancy of $4.30 occurs between the face value, and recoinage value plus loss. Please advise as to the amendment necessary to reconcile. An unsuccessful attempt was made to locate the difference by comparing with the accounts current.

Respectfully,

Acting Director of the Mint.

F-S

September 1, 1951.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am returning the lead strikes of the obverse and reverse of the one Lempira coin. Same have been returned by the State Department, this date, with the statement that "the lead impressions are approved; that the Minister of Honduras desires to have lead impressions of the 50 and 20 centavo dies submitted to him, and that he understands that the lead impressions from the 5 centavo nickel dies likewise will be submitted for his approval".

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 5, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

In response to your letter of August 31st, and confirming telephone advice of this morning, this office has been advised by the Bureau of Navigation, Navy Department, that the samples of the ribbon for the Expert Rifleman medal and for the Expert Pistol Shot medal, enclosed with your letter of August 31st, are approved. You are therefore authorized to request the Wick Narrow Fabric Company to proceed with the execution of the order for these ribbons.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 1, 1931.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $25,000.00

Respectfully,

M. M. O'Reel

Acting Director of Mint.

P F.

September 8, 1931.

Dear Mr. Chaffin:

I am enclosing a letter received from New York, relative to the melting, stamping, weighing and assaying of silver, which you may wish to see. Will you kindly return the letter when you have finished with it?

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Mr. F. H. Chaffin,
U. S. Mint,
Philadelphia, Penna.

September 8, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Penna.

Sir:

The Secretary's Office has advised this Bureau that it will no longer be necessary for you to forward the statement covering the receipt of Mexican pesos at your institution.

Respectfully,

Acting Director of the Mint.

September 8, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of September 3rd, relative to the 5944 pounds of bar lead on hand at your institution which you recommend be sold.

You are authorized to accept the proposal of the General Lead Manufacturing Company to purchase this material at the rate of $3.85 per cwt.

The enclosures received with your letter of September 3rd are herewith returned.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 10, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of September 8th.

This letter will be your authority to purchase from the Keystone Wiper & Supply Company, Philadelphia, approximately 2,000 lbs. of clean white wiping rags at 8¢ a lb., it being understood that this bid is the lowest of the five received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 10, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find, for your future guidance, abstract of decision of the Comptroller General of the United States, dated August 10, 1931, pertaining to the withdrawal of bids:

A-37899
August 10, 1931.
Contract - Mistakes - Withdrawal of Bids - Evidence to be Furnished the General Accounting Office. The question as to whether a bidder may be released from its bid is for determination not by the contracting officer, nor the administrative establishment concerned, but by the General Accounting Office. (See 10 Comp. Gen. 108)

When a mistake is alleged by a bidder, the contracting officer or administrative officer concerned should immediately notify the bidder to submit an explanation and such evidence as may be adduced tending to show just how the error occurred and in what it consisted. After receiving the bidder's response to such notification, the matter should be submitted to the General Accounting Office for determination accompanied by a copy of the request for bids, abstract of bids received, the original bid of the bidder alleging a mistake, a copy of all correspondence with reference to the alleged mistake, and a statement of the facts in connection therewith, showing particularly whether the alleged mistake was brought to the attention of the contracting officer before or after the award was made, and a recommendation in the matter.

Respectfully,

M. O'Reilly,

Acting Director of the Mint.

F-S

September 11, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of July.

Dealer's bill attached to voucher No. 11, Behr-Manning Corporation, carries an indication of a discount of 2%, 10 days, amounting to 17¢ which was not taken.

Please forward copy of original proposal showing specifications on which bids were invited, for attaching to voucher No. 68, Hummel Engineering Co., for electric hoists.

Duplicate water bill is herewith returned for your files.

Respectfully,

Acting Director of the Mint.

P-F-S
Encls.

September 11, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of September 10th, relative to bids for furnishing sand blast machine.

The original bids, having been rejected, are not for further consideration. It is suggested that Leiman Bros., Inc., submit a letter, for filing with the proposal, stating only that their bid of September 3rd included a metal base, belt guard, and labor for mounting, valued at $129, not specified in the proposal; and that since telephone consultation indicated that these are not desired, the bid of $496 should be reduced by $129, making the net bid $367 for the equipment specified in the proposal.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 11, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be your authority to accept the proposal of Leiman Bros., Inc., to supply your Mint with one sand blast machine at a cost of $367.

Respectfully,

Acting Director of the Mint.

September 14, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

A request has reached the Department, through Honorable George P. Darrow, that reconsideration be given to the request of the officers of the Bicentennary Anniversary of the Establishment of Free Masonry in this country that medals be made in the Mint at Philadelphia. It is recalled that when this request was first brought to the Department, the work at the Mint was so far ahead of the capacity of the Mint that it seemed best not to undertake this work. If, however, you have overtaken the medal orders to such an extent that you can undertake the execution of the medals desired, this Department will appreciate your doing so. It is understood that a representative of the organization interested will call at the Mint within a few days, and this letter will be authority for you to give a quotation of the cost of manufacturing these medals and to undertake the same as soon as possible.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 14, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a copy of the note of September 9th, from the Chinese Legation, transmitting to the State Department a check for $16.14, and a duly signed release addressed to the American Express Company, covering the transportation of the dies now in your custody, which the Chinese Government has requested be forwarded to China.

Respectfully,

Acting Director of the Mint.

September 15, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Referring to the case of Albert Keyser, the Bureau has been advised by the Chief Clerk's office that it would be best to charge Mr. Keyser with seven and one-quarter hours absence without pay on Saturday.

Respectfully,

Acting Director of the Mint.

September 16, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of September 10th addressed to the Secretary, enclosing the resignation of Mary T. Haney, Sewing-woman in your institution, the Department wishes to know if this former employee should be carried on the records as Mary T. Grant or as Mary H. Grant.

Please advise the Bureau as soon as possible regarding this question.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 17, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your annual report submitted August 17, 1931, page 3, "Operations of the Assay Department". The fourth item from the top and the last item are stated as "Silver Bars". Please advise as to the character or source of such bars, and the distinction between the two items.

Respectfully,

F-S

Acting Director of the Mint.

September 19, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication to you of this date, stating that the State Department telephoned, under date of September 18th, that the Minister of Honduras would like to have the Lempiras, now being coined at your Mint for his Government, shipped as soon as possible and without waiting for the completion of the coins of lesser denomination.

Will you please notify the National City Bank, who is understood by this Bureau to be the agent representing the Government of Honduras in the payment for and shipment of these coins?

Respectfully,

M. O'Reilly

Acting Director of the Mint.

September 22, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please cause to be forwarded to the Assayer in Charge, United States Mint, Carson City, Nevada, twenty-five ounces of proof silver?

Respectfully,

M M O'Reilly

Acting Director of the Mint.

September 22, 1931.

Dear Mr. Styer:

Mr. J. Leland Barker, who will hand you this letter, is interested in some historical and some statistical material connected with our service. I believe it would be a matter of great convenience to him if you would allow him to consult your file of Reports of the Director of the Mint.

Respectfully,

H. M. Kenly

Acting Director of the Mint.

Honorable Freas Styer,
Superintendent, U. S. Mint,
Philadelphia, Pa.

September 22, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to purchase approximately 5,000 pounds of bronze strips, to be used in the manufacture of medals, from the Riverside Metal Company, at the rate of $0.1425 per pound; it being understood that the Riverside Metal Company's proposal is the lowest of the three received, as enumerated in your letter of September 21st.

Respectfully,

Acting Director of the Mint.

September 22, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am returning the voucher covering the coins purchased from Mr. Wayte Raymond by Mr. Belote. Mr. Belote suggests that the list recommended for purchase be revised as indicated in pencil notations and, when the revision is made, to have Mr. Wayte Raymond again certify to the same. This will make the list of coins recommended consistent with the coins purchased. The voucher covering the coins actually received has been certified by Mr. Belote.

Respectfully,

Acting Director of the Mint.

September 29, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

For the information of your records, the Bureau advises that on March 28, 1931, the Bureau of Pensions made payment of a refund under the act of May 29, 1930, amounting to $261.92, together with $41.86 interest, to Catharine Schwartz (nee Byrne), formerly employed as a sewing-woman in your institution, covering period of service ended July 5, 1929. Payment was made under Claim No. R 335101.

Respectfully,

Jno. A. O'Reilly

Acting Director of the Mint.

September 30, 1931.

Superintendent, United States Mint, Philadelphia.
" " " " San Francisco.
" " " " Denver.
" U. S. Assay Office, New York.

Gentlemen:

It is requested that hereafter the Cashier's Daily Statement, Form 231-A, be typed and that a carbon copy thereof be promptly mailed to the Division of Research and Statistics, Federal Reserve Board, Otis Building, Washington, D. C.

Certain data on these statements are to be used in the research and statistical work of the Federal Reserve Board, and a carbon copy of the statement in question has been determined upon as the means of supplying same with the least extra effort. The supplying of these carbon copies has been directed by the Assistant Secretary of the Treasury, upon request of the Governor of the Federal Reserve Board.

Respectfully,

Acting Director of the Mint.

F-S

October 2, 1931.

Superintendnet,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and expenses $55,000.00

Respectfully,

R J Grant,
Director of the Mint.

F F

October 2, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of today, advising you that the Secretary has called for the coinage of gold. You will therefore make immediate preparations to coin double eagles. It is expected that you will be able to coin approximately $1,000,000.00 a day in this denomination. This coinage will continue until further notice.

Respectfully,

R. J. Grant,
Director of the Mint.

October 3, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Department is today in receipt of a letter from the State Department approving the lead strikes of the twenty centavo and five centavo pieces for the Government of Honduras. The Minister of Honduras, in writing to the State Department under date of September 28th, stated that "as the said strikes are in complete conformity with the respective designs, I take pleasure in expressing to Your Excellency my approval thereof, in order that the coining of the said pieces may be begun".

The lead strikes are being returned to you today, under separate cover and by registered mail.

Respectfully,

R. J. Grant,
Director of the Mint.

October 3, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Replying to your letter of October 2nd, please be advised that there is no law which would confine our purchases to material of the growth, production or manufacture of the United States.

Respectfully,

R. J. Grant,
Director of the Mint.

October 5, 1931.

Mr. F. H. Chaffin,
U. S. Mint,
Philadelphia, Pa.

Dear Mr. Chaffin:

I am enclosing photographs of some gold bars, left here by the Assistant Chief Coordinator, who desires to obtain a photograph of one of our gold bars. He would like to have it photographed in such a way as to have it show the marks--that is, the weight, fineness or number. He would also like to have the photograph about the size of the French bar in the illustration enclosed.

Will you please return this enclosure when you have finished with it. It is understood that the photographing of this bar will be paid for by the one who has requested the same.

Respectfully,

R. J. Grant,
Director of the Mint.

October 8, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of October 6th, enclosing a request made by the Ethical Dental Laboratory, by D. London, asking for dates and amounts paid to that company for scrap gold deposited at your Mint during 1930 and 1931, and a letter from Reber, Granger and Montgomery, Attorneys for Harry D. Westcott, Receiver in Bankruptcy in the U.S. District Court for the Eastern District of Pennsylvania, for the Ethical Dental Laboratories, for copies of checks and the account between your Mint and the Ethical Dental Laboratories:

Please be advised that if a certified copy of the court order appointing Mr. Westcott as Receiver is supplied to you, there would be no reason for refusing to furnish the information to him or to Mr. London. The request as to checks should, of course, be referred to the Comptroller General.

Respectfully,

R. J. Grant,
Director of the Mint.

October 13, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of this date, in regard to the Yangtze Service Medals for the Navy Department.

The following is a copy of the letter received today from the Secretary of the Navy:

"The Bureau requests that immediately upon receipt of this letter, you advise the Superintendent of the U. S. Mint at Philadelphia, Pa., to suspend, until further notice, work on the Yangtze Service Medal covered by Bureau of Supplies and Accounts Order No. 05806."

Respectfully,

H. M. O'Reilly

Acting Director of the Mint.

October 14, 1931.

Mr. Adam Pietz,
Care of U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of October 13th.

The package forwarded jointly by Mr. Sinnock and yourself, and which it is understood contains your models for the new design of the quarter dollar to be issued in 1932, was delivered to this Bureau today. The package will be held, unopened, in the custody of the Office of the Director of the Mint until tomorrow, the closing day of the contest, when the models will be submitted for consideration by the Secretary.

Your courtesy in sending these models is appreciated.

Respectfully,

Jn. M. O'Reilly

Acting Director of the Mint.

October 15, 1931.

Mr. F. H. Chaffin,
c/o United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find, for your consideration and reply, notice of exception of the General Accounting Office pertaining to Mint Bureau voucher in your favor, of July last.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

October 15, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

An officer of the Marine Corps called the Bureau this morning on the telephone and requested that work on the Yangtze Medals for the Marine Corps be suspended. This refers to the order of August 29th for 2300 medals for the Marine Corps and is distinct from the request received from the Navy Department in regard to the medals you are making for them. It is understood that you are making two types of Yangtze Medals.

Respectfully,

Acting Director of the Mint.

October 15, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

General Accounting Office General Regulations No. 42, Supplement No. 1 of February 23, 1928, provided that settlement of all claims covering amounts due deceased or incompetent creditors of the United States should be made by the General Accounting Office rather than be paid by Government disbursing officers. Standard form No. 1055 was prescribed for use in such cases, but authority was given for using-up old forms on hand, so the matter was not at that time brought to the attention of Mint Service field offices.

The General Accounting Office is now requiring compliance with the regulations above mentioned, including use of Standard form 1055, and the Bureau is therefore forwarding for use in all future cases of amounts due deceased employees, etc., a small supply of Standard form No. 1055. In all such future cases please have properly executed a copy of the Standard form in question and accompany it to the Bureau with such information as would be required to support a payroll item as well as any other pertinent data concerning each individual case. Carefully read and follow the directions on form 1055.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encls.

October 16, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

On page 12 of your July payroll in the remarks column opposite the name Theo. S. Fenn, is a notation indicating 12 days, 6 hours without pay, whereas deduction has only been made for 11 days, 6 hours.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-F-S

October 19, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Secretary of War has requested a copy, in bronze, of the Walter Reed medal for display at the Army Medical Museum in Washington, at which Major Walter Reed was at one time curator. The Secretary of the Treasury has approved this request. Please, therefore, prepare and forward the medal to this Bureau for delivery to the War Department.

The Secretary has also approved the recommendation of this office that two copies of this medal be placed in the National Museum as a part of our numismatic collection now at the Museum. Please pay for these two medals out of the appropriation for coins and medals for the collection, and forward them directly to Mr. Belote at the National Museum.

In forwarding the medal for the War Department, please render the bill to the Secretary of War, through this Bureau.

It is suggested, in preparing these medals, that the name of Walter Reed be used.

Respectfully,

R. J. Grant,
Director of the Mint.

October 21, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Bureau is today in receipt of a letter from the Secretary of the Navy, requesting that manufacture of 2,300 Yangtze Service medals and 10 yards Yangtze Service ribbon for the Navy Department be held in abeyance pending further information from that Department.

The Secretary of the Navy has been advised, in accordance with your letter of October 20th, that no expense has been incurred in connection with the 2,500 Yangtze Service medals ordered for the Marine Corps. The account enclosed in your letter of October 20th will be held in this Bureau pending further action by the Navy Department. It will, of course, be necessary to have this account adjusted before the close of the fiscal year, but it is hoped that the Navy Department will renew the request for these medals before that time.

Respectfully,

R. J. Grant,
Director of the Mint.

October 22, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Please forward to this Bureau one bronze copy of the President Woodrow Wilson medal. A one dollar note is enclosed herewith to cover the charge.

Respectfully,

R. J. Grant,
Director of the Mint.

October 22, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

At the present time Mr. James V. Russell is bonded in the sum of $2,000, as Assistant Foreman Melting Room. Since that bond was written he has been made Foreman of the Melting Room, and I have today requested that his bond be increased to $5,000, the same amount of bond as carried by other employees in similar positions. I hope that this will meet with your approval.

Respectfully,

R. J. Grant,
Director of the Mint.

October 25, 1931.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Herewith find vouchers of Johnson & Higgins, covering insurance charges on shipments of minor coin made during August and September, 33¢ and $1.05, respectively. The rate, $0.021875 is correct but verifications of the amounts shipped should be made prior to payment.

Respectfully,

R J Grant,
Director of the Mint.

P F

October 26, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Please advise us how far work has progressed on the Yangtze Service medals for the Navy Department, covered by Bureau of Supplies and Accounts order No. 05806, giving the cost to date.

Respectfully,

R. J. Grant,
Director of the Mint.

October 28, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of October 26th.

This letter will be authority for you to accept the proposal of M. Segal & Sons to supply your institution with 25 dozen pairs of horsehide gloves, at the rate of $5.15 per dozen pairs; it being understood that the proposal of M. Segal & Sons was the only one received from three firms who were asked to bid. It is also understood that after these gloves are worn out, they will be burned so as to recover the gold or silver which may have adhered to them.

Respectfully,

R. J. Grant,
Director of the Mint.

aa

October 29, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of October 24th, relative to the increase of penalty of bonds for certain employees, it is suggested that the following names be omitted, the premium date on whose bonds will be reached in December, to be carried as they are until that time.

Harry Booker,
Julius Gottschalk,
Harry M. Hill,
Samuel G. Walker,
John F. Zag.

The Bureau will request that new bonds be prepared for execution by Frank E. MacDonald, Harry S. McDougall, Wade Schlueraff and John A. O'Connor.

It is suggested that the existing bond of John J. Heberlin and the bond of George Penn remain as they are until the next premium payment date is reached, which will be in March, 1932.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

October 29, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of October 27th, relative to increases from $2,000 to $5,000 of bonds of certain employees of your Mint, the Bureau has requested increases for the following employees:

Clarence B. Espenship	Foreman of Coiner's Transfers
Edward F. Gallagher	Foreman of Coining Room
Dennis J. Cannon	Foreman of Milling
William J. Henry	Foreman of Whitening Room
Harvey B. Tyson	Foreman of Rolling Room
Robert H. Scanlin	Foreman of Medal Room
Thomas H. Wheeler	Foreman of Make-up Room

A new bond has been requested for Gustav A. Reiss, Jr., Foreman of Coin Counters.

The bond of John C. Beatty will be changed in December.

Nothing has been done with the bond of John L. Townsend, who will be retired in February, 1932.

Respectfully,

M. M. O'Kelly

Acting Director of the Mint.

November 2, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of October 31st.

This letter will be authority for you to enter into a contract with John R. Rowand, Clementon, N.J., to supply your Mint with approximately 4,000 pounds of pulverized pine charcoal, during the remainder of the current fiscal year, at the rate of 4¢ per pound; it being understood that the bid of John R. Rowand is the only one received of the three asked to submit proposals.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

November 2, 1931.

Mr. F. H. Chaffin,
c/o United States Mint,
Philadelphia, Pa.

Sir:

Enclosed herewith please find, for your information and reply, notice of exception of the General Accounting Office pertaining to Mint Bureau voucher No. 21461 of July, 1931, concerning the item of 50¢ claimed by you for hand baggage transfer.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

November 3, 1931.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses	$50,000.
Transportation, etc.	400.

Respectfully,

M. M. O'Reilly

Acting Director of Mint.

P F

November 4, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a check, in the amount of $17.39, which was received from the Charge d'Affaires of China, through the State Department, covering the cost of shipping six pairs of Chinese five-cent dies and six pairs of Chinese two-cent dies, prepared by you for that Government.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 5, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please forward to the Bureau, in triplicate, a request for the amendment of the letter from your office, approved by the Secretary on September 21st, promoting Mr. Harry S. McDougall from the position of Guard, at $1320 per annum, to Skilled Workman, at $1440 per annum, so that the recommendation will read "promotion from position of Guard, at $1320 per annum, to Helper at $1440 per annum, effective from date of oath". This is being done for the reason that a Guard may not be transferred to the position of Skilled Workman without examination. He can, however, be made a Helper, and it is presumed that this will be satisfactory to you.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 6, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following is submitted in reply to your letter of October 29th pertaining to Comptroller General's decision of September 29, 1931, on the question of pay for Saturday half holidays.

From the perusal of Comptroller General's decisions it is understood that time on Saturday in excess of four hours has a holiday status. Also, in order that an employee may be entitled to pay for a holiday, he must be in a pay status either immediately before or immediately following the holiday. It is not understood that the word "generally" used in the last paragraph of the decision mentioned by you has any reference to the question of meritorious cases or other exception of a similar nature.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

November 7, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

A representative of the U. S. George Washington Bicentennial Commission has requested permission from the Department to have photographs taken of the process of striking the first medal for the Commission. The Department regulation, dated January 6, 1920, which prohibits the photographing of the interior of the Mint, has been waived for this occasion for the reason that the Bicentennial Commission is under the auspices of the Government. The Secretary has approved the recommendation of this office, and the waiver will cover this instance only.

Mr. Donald A. Craig, Director of Special Activities, U. S. George Washington Bicentennial Commission, hopes to call on you within a few days to arrange for this ceremony. I am enclosing a copy of a letter addressed to the Assistant Secretary, which is self-explanatory. Will you kindly extend the courtesies of the Mint to Mr. Craig when he calls on you next week to make arrangements for the photographing and striking of the first medal.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 7, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Secretary of the Panama Legation left the enclosed table at the Bureau this morning and requests that an estimate be made on the execution of coinage in gold for his Government in the denominations indicated. The Secretary of the Legation requests that he be given the rate for coinage per thousand pieces, the cost of the dies, the amount of gold required per thousand pieces and any other pertinent information, based on the enclosed table, as to finenesses and weights. Please base the estimate on gold 900 fine.

The inquiry is understood to be entirely informal, no decision yet having been reached by his Government, and this inquiry is to be regarded by you as confidential.

Respectfully,

M. M. O'Reelly

Acting Director of the Mint.

November 9, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Bureau is today in receipt of a letter from the U. S. George Washington Bicentennial Commission, accepting the terms given them covering the cost of manufacturing medals for the anniversary of the birth of George Washington. The purchase order from the Bicentennial Commission is enclosed.

This letter will be authority for you to proceed with the preparation of the medals.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 11, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a letter received today from Captain Ezra Davis, relative to one set of hubs and master dies for the manufacture of the Badge of Military Merit. The letter also asks for three finished badges, together with three service bars and lapel buttons. Before proceeding with the execution of this order, will you please advise the Bureau the amount to be charged the War Department for this work.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 12, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your September accounts, please forward receipt to support the item of 20 1-Balboa Panama silver coins delivered, as shown on the Panama foreign metals statement.

Apparently the deferred salary credit item in analysis of balance due United States September 30th, should be $21,609.06 instead of one dollar less than that amount.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

November 12, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

As a result of recent correspondence between the Comptroller General of the United States and the Secretary of the Treasury concerning the matter of examinations by representatives of the Comptroller General, of accounts of Mint Service field institutions, you are advised that when representatives of the General Accounting Office are properly identified they have authority of law to make examinations and audits of accounts, including the witnessing of counts of cash, verification of bullion on hand, etc. It is requested that the work of such properly identified representatives of the General Accounting Office be expedited by employees of the mints and assay offices, and that the representatives be supplied with any information desired by them concerning any of the Mint Service accounts.

Credentials issued to General Accounting Office investigators will be presented by them and should be carefully inspected by you prior to their proceeding with their work. Such credentials carry a small photograph and the name and signature of the representative, also an impression of the seal of the General Accounting Office, so impressed as to appear both on the photograph and the name of the investigator. The credential also carries the personally signed signature of the Chief of Investigations, and of the Comptroller General. It also carries a date after which the authorization becomes void, and quotations from the laws under which the investigations are made.

General Accounting Office investigators are not bonded, and are not expected to handle cash or bullion which, however, should be counted or verified by Mint Service employees while the work is being witnessed by the General Accounting Office investigators.

So far as the Mint Bureau is advised, it is expected that copies of the annual settlement reports furnished to the General Accounting Office will continue to be accepted in lieu of other

counts of cash and verifications of bullion. Should a General Accounting Office investigator demand a count of cash and verification of bullion, not previously specifically authorized by the Mint Bureau, the matter should be brought to the attention of the Bureau before proceeding therewith.

Respectfully,

F-S

Acting Director of the Mint.

November 16, 1951.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Before the Director left on his trip west he had a telephone communication from Major Springer of the Marine Corps, and agreed to take back pins and odd pieces of insignia containing silver, and I am not sure that there was not some gold. The Marine Corps representative called over the telephone this morning and requested that he be allowed to send the material to his representative in Philadelphia, who will call on you directly. This was agreed to by the Bureau. It is understood that we are to receive back this material, melt the articles and purchase from the Marine Corps whatever of the precious metals they may contain.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 16, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your recent requisition for printed blank forms, etc., it is noted in regard to form 573, "Schedule of Medals Sold", and form 575, "Bronze List-Medals Sold, etc.", that six months' estimated requirements are 150 of each; quantity on hand 100 of each; quantity now requested 50 of each. One of each of these forms accompanies your accounts, monthly, and if one is used as a retained carbon copy and another for rough working-copy, three would be used each month, giving a year's total use of thirty-six, as compared with the estimated six-months' requirement of 150. Apparently the 100 of each on hand should be sufficient to last somewhat over two years. Further information is requested as to when an additional supply of these forms will be needed.

Some of the other items appear to have been requested in rather excessive quantities, when compared with the record of prior issues by the Bureau; for example, 2,000 Settlement Bullion sheets, form 899, and 5,000 copies of form 980-B, Bar Delivery Receipt.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

November 17, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing three certificates received through the Division of Appointments from the Civil Service Commission for consideration in connection with the position you desire to fill in the Assay Department of your Mint. If any of these candidates are satisfactory, will you please make a selection as soon as possible and return the certificates to this Department.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 18, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing $1.00 in currency, for which please forward to the Bureau one bronze replica of the President Hoover Medal.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

November 20, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is being forwarded you today, under separate cover, by registered mail, 1032 grains of gold coin scrap the equivalent in bullion to balance your account for the two additional double eagles forwarded from your delivery No. 22.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Q.

November 20, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

As requested in your letter of November 19th, this letter will be authority for you to purchase from the Philadelphia Gas Works Company two semi-steel retorts for use in your #17 heating machines, at a cost of $160.00 each, less 2% for payment within ten days, it being understood that only two bids were received, both being the same except that delivery by the Philadelphia Gas Works Company is promised in 6 days less time.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 20, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of November 19th.

This letter will be authority for you to purchase 25 platinum capsules, at $4.90 each, from Baker & Company, it being understood that the bid of this company is the lowest of three received.

Respectfully,

Jn M. O'Reed

Acting Director of the Mint.

November 20, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Please refer to our letter of October 19th, relative to the letter from the Secretary of War requesting a copy, in bronze, of the Walter Reed Medal for display at the Army Medical Museum in Washington.

Has anything been done about this request?

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 21, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I enclose $1.00 in currency, for which please forward to the Bureau one replica, in bronze, of the medal of Secretary of the Treasury, Honorable A. W. Mellon.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 24, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Penna.

Sir:

This will confirm telephone communication of this date requesting you to forward to the Mint at San Francisco ten pairs of nickel dies.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

December 2, 1931.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $50,000.

Respectfully,

M. M. O'Reilly

Acting Director of Mint.

P F

December 4, 1931.

Superintendent, United States Mint, Philadelphia.
" " " " San Francisco.
" " " " Denver.
" U. S. Assay Office, New York.
Assayer in Charge, United States Mint, New Orleans.
" " " " " " Carson City.
" " " U. S. Assay Office, Boise.
" " " U. S. " " Helena.
" " " U. S. " " Salt Lake City.
" " " U. S. " " Seattle.

Gentlemen:

The Comptroller General of the United States has authorized under date of August 18, 1931, Supplement No. 4 to General Regulations No. 54, the submission of two completed payrolls for each month in lieu of the present one payroll for each month - the semi-monthly periods covering from the first to the 15th, and the 16th to the last day of the month, these rolls to include the full amount accrued to each person for the period stated, with the full amount of the retirement deduction at 3½%, and the net amount payable to each employee for the period of the roll. This eliminates the practice now in effect whereby the mid-month payment to each employee has been the amount in even dollars next below the amount due after deduction for the retirement fund, with exact settlement only at the end of each month. The Secretary of the Treasury has directed under date of October 24, 1931, that the changed procedure shall become effective with the payroll for the period January 1 to 15, 1932.

The General Accounting Office has prescribed a supplement to the Government Salary Tables, giving the amount accruing, the amount deductible, and the amount payable for each half-monthly period under each per annum rate, and copies thereof are being forwarded herewith for insertion in your bound volume of the salary tables, for your use in preparing payrolls beginning with January, 1932. The salary tables at hourly or daily rates require no amending for the above purpose.

Respectfully,

M. O'Reilly

Acting Director of the Mint.

R-S
Encl.

December 4, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

For the reason given in your letter of December 3rd, you are hereby authorized to purchase 250 crucible covers, at $1.40 each, from the Vesuvius Crucible Company, it being understood that of four bids received the proposal of the Vesuvius Crucible Company was one of the two lowest received.

Respectfully,

Acting Director of the Mint.

December 4, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

In response to your request of December 3rd, this letter will be authority for you to purchase 5,500 pounds of bronze discs, 3" in diameter, for the manufacture of medals, from The American Brass Company, at the rate of 17-7/8¢ per pound, it being understood that the bid of that Company was the lowest of three received.

Respectfully,

A. W. Mellon

Acting Director of the Mint.

December 4, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a copy of a letter received today from the Bureau of Standards. This matter was taken up with the Bureau by telephone, and it was agreed that the silver forwarded by the Bureau of Standards should be exchanged without charge. It is understood that a similar service has been rendered the Bureau of Standards.

Respectfully,

Dr. H. O'Farrell,

Acting Director of the Mint.

December 4, 1931.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, United States Mint, New Orleans, La.
" " " " " " Carson City, Nev.
" " " U. S. Assay Office, Boise, Idaho.
" " " U. S. " " Salt Lake City, Utah.
" " " U. S. " " Seattle, Wash.

Gentlemen:

Please forward at an early date the usual report on form 61-A of bullion receipts during the first eleven months of the calendar year 1931, plus estimates of expected receipts for the month of December, for use by the Bureau in making the usual preliminary estimate of gold and silver production of the United States during the year 1931.

Respectfully,

W. H. O'Reilly

Acting Director of the Mint.

F-S

December 8, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of December 7th, in which you give the basic salary paid Clarence M. Agnew as temporary helper in your institution from August 4, 1925 to December 31, 1925. This Bureau was aware that the Veterans Administration's letter of October 15th had been referred to you for the information requested, and that you had returned it to the Bureau, but the letter became lost after leaving this office and for that reason the information was again requested of your institution.

The Bureau appreciates your very prompt return of the information requested.

Respectfully,

R. J. Grant,
Director of the Mint.

December 8, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a sketch of the proposed design for the Assay Commission Medal. I think this drawing suggests a very beautiful medal. Will you please ask Mr. Sinnock to prepare the die.

Respectfully,

R. J. Grant,
Director of the Mint.

December 9, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of December 8, 1931, relative to the question of certifying and making payment of pay rolls, with reference to Treasury Department Circular No. 14 dated July 10, 1913.

The circular in question definitely pertains to payments by the Washington Disbursing Clerk, who handles only pay rolls of per annum employees, on which overtime is not a factor. There is no indication that this circular was intended for the guidance of other disbursing officers.

By reference to the pay roll form it will be noted that the employee, in signing such roll, certifies to the correctness of the sums received, for the period covered by the roll; also that the correctness of the account must be verified by signature or initials of some one having knowledge of the facts; also that its correctness, with the statement that no person is paid for any period of absence in excess of that allowed by law, must be certified by the administrative officer in charge (the Superintendent). In view of the above the Bureau would not be justified in authorizing certification or payment on any specified date, since such action might be construed, under certain conditions, as in effect authorizing nullification of the certifications. As intimated in your letter, it would seem that the earliest time at which correct rolls could be prepared and certified would vary under varying operating conditions, particularly as between overtime operation and the ordinary working hours. The certifications would apparently be the determining factors as to time of payment.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

December 9, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following pertains to your October accounts.

Cancelled mailing stamps should be forwarded to the Bureau for attaching to voucher No. 226, Philadelphia Quartermaster Depot, to cover the 9¢ mailing charges.

Voucher No. 229, Belding Heminway Co., is herewith returned for further consideration. The statement and certificate of award indicates award to other than the lowest bidder, although the award was actually made to one of the two low bidders.

Voucher No. 295 is herewith returned for certification of the bill in the name of the company.

With reference to the $309.23 mutilated gold coin received on transfer from a reserve bank and stated on the account current with ther purchased mutilated gold coin, please be advised that future transfers of mutilated gold coin should be handled in the Recoinage Coin Account the same as light weight coin received on transfer, instead of being combined with mutilated coin purchased as bullion.

Respectfully,

R. J. Grant,
Director of the Mint.

P-F-S
Encls.

December 12, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Penna.

Sir:

In response to your request of recent date, the Bureau has obtained and now forwards to you, under separate cover, a copy of the Uniform Regulations of the U. S. Marine Corps. For the purpose of record, will you please acknowledge receipt of this document.

Respectfully,

R. J. Grant,
Director of the Mint.

December 12, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Bureau is today in receipt of the following communication from the Bureau of Navigation, Navy Department, dated December 10th:

> "The Bureau would appreciate advice as to when delivery may be expected of the 2500 Good Conduct Medals and accessories covered by Bureau of Supplies and Accounts Order No. 05886 dated 4 August 1931."

Will you please advise what we may say to the Bureau of Navigation?

Respectfully,

R. J. Grant,
Director of the Mint.

December 14, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is being forwarded to you to-day, under separate cover, by insured parcel post, 10.04 ounces of fine gold cornets and 74.34 fine ounces of silver contained in three silver chloride bars, weighing respectively 21.65 ounces; 25.62 ounces and 27.07 ounces.

Please supply the Bureau with proof gold in exchange for the cornets and inquartation silver, in shot form, for the silver.

Respectfully,

M M O'Reilly

E. J. Grant.
Director of the Mint.

Q.

December 14, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am returning the specimen time card record enclosed with your recent letter. It is understood that the method of compilation indicated in this specimen is correct.

Respectfully,

Acting Director of the Mint.

December 22, 1931.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In addition to building-up your balance in Special Deposit Account, available for the payment of transportation costs on shipments of minor coin to approximately $10,000 from the profits on minor coinage, will you also transfer to J. L. Summers, Disbursing Clerk, Treasury Department, Washington, D. C., minor coinage profits to the amount of $20,000, as per procedure indicated in Bureau's letter of December 7, 1929.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

December 22, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

An officer of the Coast Guard has advised the Bureau that Mr. Jno. C. Reynolds, P.O. Box 543, Franklin, Ohio, may apply to you for a piece of the blue ribbon used on Life Saving Medals. If he does so, will you kindly comply with his request by supplying the quantity usually used on one medal.

Respectfully,

R. J. Grant,
Director of the Mint.

December 22, 1931.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Please forward to the Bureau a letter, in triplicate, recommending a change in the pay status of the charwomen employed in your Mint from a per diem rate of $3.60 to a per annum rate of $1140. This is requested for the purpose of bringing the positions more closely to the requirements of the Classification Act.

The names of all the charwomen may be included in one letter.

Respectfully,

R. J. Grant,
Director of the Mint.

December 30, 1931.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to accept the proposal of the J. Milton Hagy Waste Works to supply your Mint woth approximately 2000 pounds of white rags at $6.90 per 100 pounds, this being the lowest of seven prices from six bidders.

Respectfully

M. M. O'Reilly

Acting Director of the Mint.

January 2, 1932.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

To enable the New York Assay Office to make payment in fine bars for foreign silver coin it will be necessary to ship from your Mint to that office approximately 400,000 fine ounces of silver. The charges for shipping are to be paid by the National City Bank. The Superintendent of the Assay Office will arrange with the National City Bank to have the Bank's funds placed in your hands to pay parcel post charges. The transfer of the bullion shall be made in the usual way when bullion is shipped from your Mint to the Assay Office, except for the charges covering the parcel post which will be paid as above.

The Superintendent of the Assay Office at New York will advise you from time to time of the amount of silver to be sent to New York. The parcel post packages should be marked "National City Bank". A representative of the New York Assay Office will be present to check the bars as they are delivered by the Post Office to the Bank.

Respectfully,

Director of the Mint.

Copy to New York.

January 2, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of your letter of December 31, 1931, requesting amendment of C/D No. 213 for $191.78, dated December 3, 1931, by transferring 18¢ from revenue symbol 6304 to 6308. Since all the records have been completed on the C/D basis as issued, and the amount in question is so small, it is suggested that your accounts be rendered as though the C/D distribution had been correctly made, while we leave for such action as the General Accounting Office may decide to take at the time of the audit of the account, the question of adjusting between the revenue symbols of this item of 18¢.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

January 5, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $50,000.00

Respectfully,

R J Grant,
Director of the Mint.

p F

January 5, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a statement received from the San Francisco Mint covering the life of dies for 1931. I am also enclosing statements entitled "Reserved Dies for 1932" and "Dies Condemned" received from the San Francisco Mint.

Respectfully,

R. J. Grant,
Director of the Mint.

January 6, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing statements entitled "List of Unused Reverse Dies and Dies Received for the Calendar Year 1931" and "Report of the Number of Pieces Struck by Dies Calendar Year 1931", forwarded, in duplicate, to this Bureau by the Mint at Denver, Colorado.

Respectfully,

R. J. Grant,
Director of the Mint.

January 6, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 5th, relative to the shipment of silver bars to the Assay Office at New York for payment to the National City Bank.

The method of handling this transaction as outlined in your letter is approved. Please cause this transaction to appear in your accounts under the following heading:

Special Deposit Account -

National City Bank - Special Silver Transfer.

Respectfully,

R. J. Grant,
Director of the Mint.

January 9, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 8th.

This letter will be authority for you to purchase approximately 10,000 yards of cotton twill, 54" wide, at $0.16083 per yard, from Miller, Bain, Beyer & Co., it being understood that the bid of this Company was the lowest of six received.

Respectfully,

R. J. Grant,
Director of the Mint.

January 9, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of your letter of January 8th recommending that the bonds of the following-named employees be encreased from $1,000 to $2,000:

John F. Zeg,	Skilled Workman
Harry Kister,	"
Harry Booker,	"

I am returning the bonds with the request that you allow the penalties of $1,000 in each case to stand until the next premium date, when, if you will request the Bureau in advance, these bonds will be increased.

I think the Bureau owes it to you to notify you when new bonds, or renewal bonds, are to be prepared, in order that you may be given an opportunity to recommend changes in the penalties if you see fit, and this will be done in the future.

Respectfully,

R. J. Grant,
Director of the Mint.

January 11, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This Bureau is in receipt of your letter of December 28th recommending a third extension of service for Mr. John L. Townsend, effective February 20, 1932.

I regret that this extension will not be considered by the Department. Mr. Townsend, having had two extensions, is not eligible for a third one. It will therefore be necessary to retire Mr. Townsend, effective February 20, 1932.

Respectfully,

R. J. Grant,
Director of the Mint.

OR

January 12, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 11th.

This letter will be authority for you to break the joint seal on compartment #7, vault F, for the purpose of withdrawing gold. Your recommendation that each withdrawal of gold from this compartment be deducted from the total content, and that a joint seal be placed on the vault each time withdrawals are made, is approved.

It is understood that Mr. E. F. McKernan will represent the Bureau of the Mint in withdrawing the gold and resealing the vault and that Mr. George A. McCann will represent the Superintendent.

Respectfully,

R. J. Grant,
Director of the Mint.

January 13, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I enclose check for $1.00 and ask that you please mail me one bronze copy of the Lindbergh Medal.

Respectfully,

R. J. Grant,
Director of the Mint.

January 13, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This Bureau is in receipt of a request from the Librarian of The Jones Library, Amherst, Mass., that we lend them medals for a short period of time to be used for exhibition purposes during the month of February. The medals desired are checked on page 8 of the enclosed medal circular.

The Bureau has agreed to lend these medals with the understanding that they will be returned to the Mint in the same condition in which they were when they were lent to the Library. Before sending the medals, will you kindly advise Mr. Charles R. Green, Librarian of The Jones Library, as to the cost of shipping the medals and request him to send you the necessary postage to cover the same.

Respectfully,

R. J. Grant,
Director of the Mint.

CR

January 14, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please forward promptly your report on form 474-A, of domestic coin received for recoinage during the period July-December, 1931.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

January 15, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Will you kindly advise the Bureau, as quickly as possible, concerning any recommendations you consider desirable in the penalties of the bonds of the following employees:

	Amt. of present bond
Joseph T. Maguire, Melter	$2,000
Oliver Bishop, Guard	1,000
Charles E. Braungart, Roller	2,000
Joseph F. Crilley, Guard	1,000
Luke Gillespie, Blacksmith	1,000
Wm. S. Harlan, Skilled Workman	2,000
Joseph J. Hart, Laborer	1,000
Peter Lones, Skilled Workman	2,000
John E. Maddux, Carpenter	1,000
Joseph T. Manfredi, Die Maker	2,000
John C. Riggin, Guard	1,000
Thomas D. Rodgers, Jr. Assayer	2,000
Eugene A. Loftus, Electrician	1,000
Rhine R. Freed, Private Secretary	5,000

Respectfully,

R. J. Grant,
Director of the Mint.

January 16, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 13th.

This letter will be authority for you to purchase, for the reasons given in your letter, 300 time sheets, for use in the time clocks of your Mint, from The International Time Recording Company at a cost of $22.75, f.o.b., factory.

Respectfully,

R. J. Grant,
Director of the Mint.

January 18, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

To enable this Bureau to reply to an inquiry from the American Bureau of Metal Statistics, will you please advise us of the amounts of the respective metals used in the manufacture of foreign coins during the calendar year 1931. Kindly give these amounts in troy pounds.

Respectfully,

R. J. Grant,
Director of the Mint.

January 18, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a letter received from Congressman Taber relative to a firm in New York desiring to be included in those invited to bid when proposals are being sent out for the purchase of minor coin metal blanks.

Kindly add the name of the Bowen Products Corporation of Auburn, N.Y., to your list.

Respectfully,

R. J. Grant,
Director of the Mint.

January 19, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please cause the attached card to be filled in with the military record of Willard S. Boyce, Skilled Workman, in your institution, and return to the Bureau.

Respectfully,

R. J. Grant,
Director of the Mint.
GR

January 21, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

In enclose $1.00 in currency, for which please mail me one bronze copy of the Lincoln presidential medal.

Respectfully,

R. J. Grant,
Director of the Mint.

January 22, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please supply the answer to the following inquiry contained in the questionnaire received from the British Government: Were any medals struck at the mint or mints during 1931? If so, give particulars as to numbers, metals, etc.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

January 22, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 21st.

This letter will be authority for you to purchase 50 dozen pairs of buckskin mittens, at the rate of $8.50 per dozen pairs, from M. Segal & Sons, it being understood that the bid of this firm was the lower of two received. It is also understood that when these mittens are worn out they will be burned to recover whatever precious metal adheres to them.

Respectfully,

R. J. Grant,
Director of the Mint.

January 25, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Herewith find vouchers of Johnson and Higgins covering insurance charges on shipments of new minor coin during October, November and December, 26¢, 56¢, and $3.12, respectively. The rate $0.021875 per thousand dollars is correct, but verifications of the amounts shipped should be made prior to payment.

Respectfully,

R J Grant,
Director of the Mint.

P F

January 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please furnish for use in the Bureau Laboratory, twenty pounds of sheet lead in the form of five gram sheets.

Respectfully,

R. J. Grant.
Director of the Mint.

Q.

January 25, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please arrange, as soon as possible, to obtain for the numismatic collection at the Museum specimens of the coins that were made during the calendar year 1931. I presume it will be necessary for you to make application on the Treasurer of the United States for these coins. The Bureau would not be in position to secure them for the reason that they will have to be paid for from your contingent fund as a charge against the amount appropriated for this collection.

I am enclosing a copy of the table of coinage by Mints for 1931 so that you may know the denominations obtainable for this purchase.

Respectfully,

R. J. Grant,
Director of the Mint.

January 28, 1952.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

For the reasons stated in your letter of January 26th, this letter will be authority for you to accept the proposal of Horace T. Potts & Company to supply your institution with two bars of high grade tool steel, 7/8" x 2½", for use in connection with the making of sectional collars for the coinage of double eagles, at 33¢ a pound, or approximately $49.50 for the two bars.

Respectfully,

D. M. O'Reilly

Acting Director of the Mint.

January 28, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 26th relative to the purchase of tool steel for use in making coinage and medal dies and collars.

This letter will be authority for you to purchase 10,000 pounds of this steel, at an approximate cost of $1,335.00, from The Midvale Company, it being understood that the bid of this firm was the lowest of three received.

Respectfully,

M. O'Reilly

Acting Director of the Mint.

January 29, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a letter left at the Bureau today by a representative of Galt & Bro., Washington. The letter is self-explanatory.

Will you please advise the Bureau if you have the dies for the medal and, if so, what they will cost in silver. Kindly return the enclosed letter with your reply.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 2, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $50,000.00

Respectfully,

R J Grant,
Director of the Mint.

P F

February 3, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of February 2nd.

This letter will be authority for you to purchase 20 dozen pairs of buckskin mittens, at $7.50 per dozen pairs, from M. Segal & Sons, it being understood that the bid of this firm was the lowest of three received.

It is further understood that when these mittens are worn out they will be burned to recover whatever precious metals adhere to them.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 3, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of February 2nd.

This letter will be authority for you to purchase the following graphite dipping cups, at the prices quoted, from the Lava Crucible Company of Pittsburgh, it being understood that the bid of this firm was the lowest of four received:

200 No. 5, with strainer	@	$0.74	each, less 1%
100 No. 3, with strainer	@	.55	each, less 1%
200 No. 3, without "	@	.50	each, less 1%

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 4, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a letter received today from the State Department, forwarding correspondence in connection with the proposed coinage for the Government of Honduras. Before making a reply to the State Department, will you please look over the letter written by this Bureau to the National City Bank of New York, in accordance with your letter of January 29th, in order that the Bureau may be advised as to whether or not a similar letter to that written to the National City Bank will be a correct reply to the State Department now that you have the full information from the State Department. With your reply, please return all the enclosures, except the carbon copy of the translation and the sketches of the new design.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 8, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to proceed with the coinage requested by the Government of Honduras under the terms indicated in your letter of January 29, 1932. The State Department has today verbally advised this Bureau that it will be appreciated if this coinage can be undertaken and pressed forward as quickly as possible.

Respectfully,

R. J. Grant,
Director of the Mint.

February 8, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

For the information of your office, and for the purpose of completing the record, I have to advise you that Mary T. Grant, formerly employed as sewing woman in your institution, has been paid a refund under the act of May 29, 1930, amounting to $189.98, together with $16.09 interest, covering period of service ending September 8, 1931. Payment was made on November 2, 1931, under claim No. R-89941.

Respectfully,

R. J. Grant,
Director of the Mint.

February 9, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

In response to your request of February 8th, this letter will be authority for you to purchase 1000 pounds of fused borax, in 50-pound cans, from Shoemaker & Busch, Inc., at 19¢ per pound; it being understood that the bid of this firm was the lower of two received, the third firm declining to bid.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 9, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

As requested in your letter of February 8th, this letter will be authority for you to purchase 3 pieces of heavy sheet lead, 4' x 18' each, at 7¢ a pound, and 50 pounds of 3/8" lead wire, at 9¢ per pound, from John T. Lewis & Brothers Company; it being understood that the proposal of this company was the only one received from three firms which were asked to bid.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Returned herewith please find application for settlement by the General Accounting Office of amount due the estate of Christopher O'Neill, deceased, together with check and copy of unpaid undertaker's bill, which accompanied your letter of February 9, 1932.

As burial expenses usually constitute a first lien against a deceased person's estate the General Accounting Office requires that, before paying an amount due such an estate, evidence be supplied that burial expenses have been paid. While it is probable that under circumstances warranting such action the General Accounting Office would authorize payment direct to an undertaker of the amount due an estate if it did not exceed the undertaker's claim, it is presumed that such action would not be desired in this case as there is indication of insurance policies amounting to $2,280.00, and the amount due would be insufficient to meet the undertaker's bill.

Paragraph 4 of the application for settlement has reference to uncashed checks issued prior to the death of a claimant, while in this case there has been stated thereunder a check issued subsequent to death. The authorized procedure in cases where compensation is due a deceased employee's estate is for the claim to be supported by a voucher properly authenticated, showing all items connected with the employment, including rate of pay, period of service covered, etc., leaving the drawing of check in payment until after settlement has been made by the General Accounting Office. At the present time such payments are usually made by the Treasury Department's Disbursing Clerk. By present procedure the payment should cover the full amount earned and unpaid, $83.20, instead of that amount less retirement deduction. See Gen. Regulations No. 54, Supplement No. 3, par. 3, last sentence.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encls.

February 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Voucher No. 369, per December accounts, Paschall Oxygen Company, includes in part, payment for oxygen and acetylene, citing contract No. T2m-201, which contract, according to records of this office does not cover oxygen and acetylene. Bureau records show that contract No. T2m-202, Air Reduction Sales Co., includes the gases mentioned above, at a lower rate for the acetylene. Justification for purchase from other than the contractor, for attaching to the voucher, will be required to support the purchase before the General Accounting Office.

Respectfully,

R. J. Grant,
Director of the Mint.

F-F-S

February 16, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to last paragraph of the attached copy of your letter of February 15, 1932, it is requested that on next payroll, after showing the total of the retirement deductions, the sum of $2.91 be deducted therefrom with indication that it is for correction of amount erroneously carried into the retirement fund on January payroll, on account of Christopher O'Neill, deceased, and that the difference only be deposited in the retirement fund.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

February 16, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a letter received today from the National City Bank of New York, dated February 15th, relative to proposed coinage for the Government of Honduras, and ask that you kindly give the Bureau an estimate of the same for transmission to the National City Bank, with the return of the enclosed letter.

Respectfully,

W M O'Reilly

Acting Director of the Mint.

February 19, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of the letter addressed to you, under date of February 17th, by the Director of the Bureau of Standards, Washington, relative to the loan of five ounces of proof silver by the Mint to that Bureau for test purposes.

This letter will be authority for you to lend the amount of silver in question to the Bureau of Standards.

The letter from the Director of the Bureau of Standards is returned herewith.

Respectfully,

R. J. Grant,
Director of the Mint.

February 24, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of the letter of February 2nd from the Director of the Imperial Mint at Osaka, Japan, which was referred by your institution to this Bureau on February 23rd.

There will be no objection on the part of the Department to supplying the Director of the Imperial Mint with a photograph of your institution. If you have not a small photograph in your possession, may I suggest that you might be able to find a post card picture to send. We have no money which could be used for the taking of the photograph.

Respectfully,

R. J. Grant,
Director of the Mint.

oR

February 25, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" U. S. Assay Office, New York, N. Y.

Gentlemen:

In future will you please attach to the copy of the Cashier's daily statement that is forwarded to the Federal Reserve Board in Washington a memorandum showing the invoice value of gold (only) either issued or received on intermint-service bullion shipment, giving, where receipts are from or issues to more than one mint or assay office, the amount for each. The amounts should be reported on the day of shipment, or day of receipt, as pertinent, and need not be later amended if inconsiderable differences occur, on final check-up.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

February 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to Mint form 61-A covering classification of receipts of gold and silver, and to the two lines "Domestic bullion refinery bars, less than 0.992" and "Domestic bullion refined, 0.992 and over." Will you please advise the Bureau whether the line of demarcation, 0.992, between these two items is used for both gold and silver. If not, please advise what finenesses are used for segregation of the two items, with reasons therefor.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

February 25, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

As requested in your letter of February 23rd, you are authorized to accept the proposal of the American Smelting & Refining Company to supply your Mint with approximately 1,000 pounds of pig lead, C.P., at a price of $0.1185 per pound.

It is understood that three firms were invited to submit bids, one firm offering the metal in carload lots only and the Nathan Trotter & Company, who quoted a price of $0.047 per pound, submitting samples which showed considerable silver content, making their lead entirely unfit for assay use.

Respectfully,

R. J. Grant,
Director of the Mint.

March 1, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir;

This letter will be authority for you to proceed with the preparation of a die for the manufacture of a George Washington Bicentennial medal authorized for the George Washington Bicentennial Celebration. At the request of the Commission the medal is to be made 2¼ inches in diameter for the purpose of distinguishing it, in size, from the award medal. The medal is to be sold the same as any other medals now on the list, and the proceeds from the sale of the same turned into the Treasury as miscellaneous receipts.

Respectfully,

R. J. Grant

R. J. Grant,
Director of the Mint.

March 2, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am returning to you today, under separate cover, the lead impressions of the obverse and reverse dies for the ten centavo pieces to be coined for the Government of Honduras, which were submitted with your letter of February 16th, with the information that the same have been approved by the Minister of Honduras in this capital.

Respectfully,

R. J. Grant,
Director of the Mint.

March 3, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of March 1st.

This letter will be authority for you to proceed with the preparation of the Military Merit medals for The Bailey, Banks & Biddle Company at 5¢ each.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

March 3, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisitiion has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $55,000.

Respectfully,

Acting Director of Mint.

P F

March 4, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Before renewing the bonds of the following employees, which is due to be done in May, I request that you please advise the Bureau if you have any recommendations to make in regard to the amount of the penalties:

Ethel M. Emig	Selector	$1,000
Henry L. Koettker	Guard	1,000
Frank J. Philippi	Guard	1,000
Adam Pietz	Asst. Engraver	3,000
Emma D. Van Campen	Selector	1,000
Margaret A. Williams	Selector	1,000

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

March 4, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letter of yesterday concerning the return, for credit, of carboys purchased under acid contracts.

Where the terms of contracts are clear it is almost universal practice to construe them strictly in accordance with their terms. Therefore, carboys not procured under a specific contract would not be returnable thereunder. They would be returnable for credit, however, under the contract responsible for their procurement, even though acid purchases no longer were being made under such contracts.

However, the amount involved for unreturned carboys under these acid contracts is comparatively small at any one time and the General Accounting Office has not heretofore raised any question when carboys received under one contract were returned under another. This, however, could not be enforced upon a contractor if he objected thereto.

Respectfully,

M. M. O'Reel,

Acting Director of the Mint.

F-S

March 7, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.

Gentlemen:

In order that there may be uniformity of classification for report on form 61-A and subsidiary forms 61-B, 474-A and 637, of mint service receipts of gold and silver, the following is brought to attention:

The first or prime groupings are:

Deposits for purchase (For acquisition, whether paid for in cash, check, or gold or silver bars, and including the occasional cases where the identical bullion is to be returned after being stamped).

Redeposits for purchase.

Redeposits, transfers.

Deposits in trust.

Under "deposits for purchase" the first segregation should be of all material that is evidently secondary or old, which should be classed under "Jewelers' bars, dental scrap, old plate, etc.", whether it came from domestic or from foreign sources. The next segregation of purchases is between foreign and domestic, with three sub-items under foreign. Refined bullion, as regards the mint service, is that which does not require further refining to fit it for coinage - that fit for coinage by merely adding alloying metal (copper or high-fineness gold or silver), and that of United States standard fineness. (Under the law, see Sec. 3514 R. S., gold coin may contain 10 thousandths silver, and under long continued practice no refining charge is assessed against gold bullion 992 thousandths and over in fineness nor against silver bullion 998 thousandths and over in fineness, unless higher fineness bars are desired in payment. Higher-fineness refining is therefore a matter of policy rather than a necessity).

The records indicate that for many years the line of demarcation between refined and unrefined bullion has been, for statistical report purposes, 0.992. This applies to both foreign and domestic bullion, and both silver and gold. It is understood, however, that some institutions in reporting have not actually segregated the silver on the re-

ported basis. It is directed that in future the line of demarcation between refined and unrefined for silver receipts be 0.998, and that footnote be made on form 61-A to indicate that fact until the form is amended when reprinted. The demarcation line for gold will continue to be 0.992. Unrefined domestic bullion should be credited to the State in which mined, if the information is obtainable. Domestic smelter bars should be classed with refinery bars less than 0.992 unless known to have been mined in a single State when they should be credited directly to that state.

Domestic refined bullion, and refinery bars less than 0.992 gold or 0.998 silver, should be classed on form 61-B per the plant of origin as stamped thereon, and not as per the depositor's name, if they are not one and the same. This applies likewise to the foreign data called for by form 637. For example, if Mexican stamped coin or bullion is received from either a Cuban or United States depositor, it should nevertheless be recorded as Mexican. It will be noted that this classification is on a different basis from the import and export statistics supplied from customs returns, wherein the country of origin or destination is the prime consideration - for example, Mexican coin received from Cuba would appear as an import from Cuba.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

March 9, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Department is in receipt of a request from the District Court of Webb County, Texas, for the 49th Judicial District of Texas, for copies of the following described affidavits made in connection with shipments of Mexican gold to the United States Mint at Philadelphia by the Merchants State Bank and Trust Company, of Laredo Texas, the Laredo National Bank, of Laredo, Texas, the First National Bank, of Laredo, Texas, the Union State Bank and Trust Co., of Laredo, Texas, and the Mexican American Commercial and Banking Co., of Laredo, Texas, to-wit:

Those affidavits made between the 1st day of January, 1930, and the 1st day of October, 1930, by one C. Otal, or Carlos Otal, and wherein the said C. Otal made affidavits to the effect that the Mexican gold delivered by him to any of the banks above mentioned was received in exchange for merchandise sold through a store operated in Laredo, Texas, by Block Brothers & Company, Inc., and sometimes called by the name of "El Nuevo Mundo".

It will be appreciated if you will have the affidavits which are on file in your Mint examined and forward to the Department as quickly as possible those affidavits answering the above description. The Department is advised that the case in which these affidavits are to be used is set for trial on March 15th.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

March 9, 1932.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letter of March 3rd. It is the policy of the Government, in general, to not pay for the carrying of insurance risks. The exception is insurance on transportation of bullion, coin, etc., for which a special contract is provided. While it is probable that postal insurance charges have been included on some bills reaching the General Accounting Office they are not known to have been questioned - doubtless because of their smallness.

Concerning 2nd paragraph of your letter of March 3rd, reference is made to the 1932 General Schedule of Supplies, page 8, paragraph 6, which does not provide for deductions of the character mentioned by you when the contractor pays transportation costs. When the Government pays the costs Government Bill of Lading is to be used, with appropriate deduction in contract price for f.o.b. Washington delivery basis.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

March 10, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find voucher against the Special Deposit Account, National City Bank, in the sum of $3.53 for insurance charges on silver shipped to the New York Assay Office, in connection with the special deposit in question. When the voucher has been paid, please issue C/D for depositing the amount in question to the credit of the appropriation "Transportation of Bullion and Coin, Mints and Assay Offices, 1932" and show same on your regular account current, as both a collection and a Treasury deposit, under the appropriation, Transportation of Bullion and Coin. After payment of this voucher, the balance standing to the credit of this special deposit account may be repaid to the National City Bank if you know of no other amounts chargeable thereto.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

March 10, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

According to the General Schedule of Supplies the unit price on item No. 57 - 440 (j) is $1.25 each, instead of $2.90 as paid on voucher No. 454, Rudich Scientific Apparatus Co.; considering the discount, this makes an overpayment of $6.47 to be repaid. The price charged, $2.90, is that of the next larger size to the one purchased.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-F-S

March 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your January regular account current, will you please forward a copy of letter of advice from the National City Bank, or other voucher, to evidence the amount received from the bank in connection with their special deposit covering the silver transfers.

Respectfully,

M. W. O'Reilly

Acting Director of the Mint.

F-S

March 12, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a letter received today from the Navy Department, Bureau of Navigation, relative to the preparation of miniatures of the Expert Rifleman and Expert Pistol Shot Medals.

Please forward to this Bureau an estimate of the cost of preparing the dies for these miniature medals and as soon as it is received it will be transmitted to the Navy Department. It is understood that it has been the practice, upon the authority of the Navy Department, to deliver to an outside concern the hubs for such medals and to have the commercial concern manufacture and sell the medals. I presume you would prefer to have such arrangement apply to the sale of the medals under consideration. Will you please advise this Bureau with the return of the enclosed letter.

Respectfully,

R. J. Grant,
Director of the Mint.

March 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please forward to the Bureau, in duplicate, details of your deposits during the calendar year 1931, of newly mined gold and silver from domestic mines, as follows: Name of depositor, date, State, county, and mine; kinds of deposits, whether grains, placer or lode; fine ounces of gold and fine ounces of silver. The Michigan silver may be stated as a single grand total of fine ounces.

This will be an inconsiderable task, as your deposits of newly mined material are few.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

OR

March 16, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Your recommendation for the extension of sick leave for Robert W. Munch for three days, on account of a serious dental operation, has been approved. This illness is regarded as serious enough to permit sick leave. The statement in the Field Force Regulations that mere dental work would not be regarded as sufficient to permit sick leave is applied to ordinary dental work, but not to illness resulting from dental surgery.

Respectfully,

R. J. Grant,
Director of the Mint.
AR

March 22, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

In accordance with item 4 of the rules governing the execution of bonds, will you please supply, in the appropriate place, the addresses of two of the individuals who witnessed the signature of Mr. Joseph T. Maguire to his bond, which is returned to you with this letter. When this has been done, pleasure return the bond to the Department.

Respectfully,

M. M. O'Reilly,

Acting Director of the Mint.

March 23, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of this morning authorizing you to advise the Chase National Bank of the amount of silver required, and the rate per thousand pieces, for coining certain denominations of coins for Cuba. It is understood that before this coinage can be undertaken the request must come to this Department, through the Secretary of State, from the duly accredited representative of Cuba at this capital.

Respectfully,

R. J. Grant,
Director of the Mint.

March 28, 1933.

Superintendent U. S. Mint,
Philadelphia Pa.

Sir:

Replying to your inquiry of yesterday concerning adjustment to March 31st of furlough deductions, please be advised that in the case submitted, of James V. Russell, that since his actual absence was not in excess of 18 days the correct deduction total is 18 X 1¼ or 22½ days @ $7.98 equaling $179.55. Any furlough deductions in excess of this total should be refunded.

Respectfully,

Director of the Mint.

F

OR

April 2, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Retirement Record Card, Form 2806, prepared by you to cover the service record of William White, born March 25, 1879, and employed as Fireman in your institution, indicates that he claims service as Fireman at the Navy Yard in Philadelphia in 1920.

The Navy Department advises that "the records of the Yard indicate that one William White, born March 25, 1879, registered for employment as a helper shipfitter, but was never certified for employment".

The attached abstract of service of one William White, date of birth unknown, has been received by the Department, and it is being forwarded to you with the request that you please determine if it is service that should be credited to the William White in your institution. You will observe that the dates and designations agree with those claimed by your man, but that the branches of service and locations do not.

Respectfully,

R. J. Grant,
Director of the Mint.

April 4, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing herewith the following samples of standard gold, which were reported by the San Francisco Mint as follows:

No.	Fineness
7302	899.9
7447	899.9
7550	900.0
7608	900.0
7893	899.9
8085	899.9

The Assayer of the Bureau finds these to run from .1 to .2 lower, and it is requested that you have check assays made on the small samples which are being forwarded to you.

Altogether there are 24 samples, weighing 1.8 ounces, containing 1.62 fine ounces.

Respectfully,

M. W. Bailey

Acting Director of the Mint.

Q.

April 5, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The retirement columns of your fiscal year 1931 monthly pay rolls show a total of $19,039.44, and the statement of deductions made from employees' salaries during that fiscal year, which you forwarded to the Bureau in July of the last calendar year, shows a total of $19,040.00.

This statement shows the total deductions for the account of Jacob H. Finkbiner to be $42.60, whereas the sum of the monthly deductions as shown on the pay rolls is $42.04. Likewise the statement shows the total deductions for the account of Henry B. Keller to be $13.80, and the sum of the monthly deductions on the pay rolls is $14.80. We have assumed the pay roll figures to be correct and the statement to be incorrect in these instances, and by subtracting the difference of $.56 in the case of J. H. Finkbiner and adding the $1.00 in the case of H. B. Keller, we have changed the total on the statement submitted by you last July to $19,040.44, which is just $1.00 more than the total of the monthly deductions from employees' salaries as shown on the pay rolls.

Assuming that the totals in the retirement deduction columns of the pay rolls are correct, will you please advise the Bureau which employee on the statement submitted by you last year has the excess of $1.00 credited to his retirement fund account.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

April 6, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $50,000.

Respectfully,

M. M. O'Reilly

Acting Director of Mint.

P F

April 9, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your requisition for 2,000 copies of form 42-A please be advised that the Department does not keep on hand a stock of forms which have printed thereon the names of institutions. Requisition is being made for 8,000 copies of this form to be printed for you at once, but it will probably be some time before they are available.

We are, however, requesting that the available stock of such forms which do not have the name of the institution printed thereon (about 300) be forwarded to you.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

April 11, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone request to you today to send to the U. S. Mint at New Orleans a counting machine for use in counting circulated silver dollars.

It is understood that you will cause to be attached to this counting machine a small motor of 110 voltage.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

April 12, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to proceed with the coinage requested by the representative of the Cuban Government at this capital. The terms indicated in your letter of March 31st have been accepted and it is understood that the Chase National Bank is the agent named by the Ambassador of Cuba to receive and make payment for the coins at your Mint.

I am enclosing copies of the correspondence received from the State Department for your information and file.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

April 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Returned herewith please find voucher in favor of Rudolph & West Company, forwarded with your letter of April 12th. The Bureau is informed that where General Schedule prices have been quoted, as in the case of these rubber mats, f. o. b. point of shipment, such prices take precedence over the provision in paragraph 6 of instructions with regard to the shipper paying the costs of transportation on less than 100 pound shipments, where they are less than to Washington, D. C. Apparently this shipment should have been made by freight, on Government bill of lading, with payment of the costs by the Government. The Bureau is not prepared to say whether the Parcel Post costs were greater or less than the freight costs; in this instance that question may be left for consideration by the General Accounting Office.

Distinction should be noted between this case and the one brought to your attention under date of April 9, 1932; in the latter case price was quoted only for delivery in Washington.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encls.

April 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In comparing your report forwarded April 5, 1932, of newly mined gold and silver received at the Philadelphia Mint during the calendar year 1931, with the reports on form 61-A, it is noted that the Alabama deposit received September 29th was credited on form 61-A to Alaska; also that Alabama deposit indicated as received December 31st was credited to Alaska on form 61-A for the period January - June, 1931, which would seem to indicate that it was actually received in 1930 instead of in 1931. Please advise what corrections should be made on forms 61-A for 1931.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

April 14, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Further in connection with the coinage of certain silver pieces for the Government of Cuba, I now send you with this letter a copy of a letter addressed to the Secretary of the Treasury by the Secretary of State, transmitting one from the Cuban Ambassador at this capital, in which it is stated that the Cuban Government has designated the Cuban Consul at Philadelphia, Mr. José A. Ramos, to act as its representative in any arrangements to be made with your Mint in connection with this coinage.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

April 14, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of April 12th.

This letter will be authority for you to purchase 9,000 feet of soft, white pine lumber, from James E. Tague & Company, Inc., at the rate of $50 a thousand feet. It is understood that the bid of this firm was the lowest of four which were received, two of the prospective bidders not submitting a proposal for furnishing the material.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

April 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

On your February bullion account current, in the account "Coin for Recoinage" is an undesignated receipt item of $1,00; please advise if this is old copper cents. In the account "Gold Coinage Bullion" the receipt item of melted coin from the recoinage fund account has been so indicated in this office, in lieu of the reported showing as from the cash account.

Since each semi-monthly payroll is now a complete roll, and payments on the roll for first half of a month will usually be complete before the end of the month, credit should be taken in the accounts for the period in which payments are made instead of holding the roll of first half to accompany the one for last half of a month. The vouchers accompanying the account will then support the retirement deduction schedule and the amount deposited in the Treasury.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

April 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The inclosed gold medal was left at this Bureau this morning by Mrs. Mildred J. Schutrumpf, a representative of the Bureau of Mines, Department of Commerce.

The Director of the Bureau of Mines desires estimates as to the cost of striking this medal in gold, silver and bronze.

The die would be supplied by those interested in procuring this medal. This is not a Government medal, but issued in honor of the first director of the Bureau of Mines, by his associates in that bureau.

With estimates of the cost of making this medal, please return the inclosed.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosure.

April 21, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is forwarding today, by express, plaster models of the new design quarter dollar, which have been accepted by the Secretary of the Treasury.

The designs were executed by Mr. John Flanagan, 1931 Broadway, New York.

You are authorized to proceed with the preparation of dies for the coinage of quarter dollars of new design.

I am inclosing a copy of the Act authorizing the change in designs and a copy of the letter of invitation to sculptors to submit designs. This letter includes the agreement that $1500 shall be paid to the sculptor whose designs are accepted.

I am also inclosing a copy of the approval of the designs by the Secretary of the Treasury.

The sum of $1500 will be paid by you for the models from the appropriation, "Salaries and Expenses, Mints and Assay Offices, 1932".

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

April 26, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There has been forwarded to you today under separate cover via registered mail a package containing two fine silver bars, resulting from silver chloride, weighing 46.62 and 29.05 ounces respectively.

In exchange, please furnish the Bureau the equivalent in inquartation silver, shot form.

Respectfully,

R. J. Grant.
Director of the Mint.

Q.

April 29, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Bureau at your earliest convenience a list of employees who are now on extension on account of retirement, and the dates upon which their extensions will expire.

Also a complete list of those on your roll who will reach retirement age during the fiscal year 1933, separating the 65 and 70 year classes.

Respectfully,

R. J. Grant,
Director of the Mint.

April 29, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is requested that, until further directed, the charges on bullion deposits be covered into the Treasury monthly, instead of daily as during recent months.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

May 5, 1932

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $50,000.00

Respectfully,

Jn. M. O'Reilly

Acting Director of Mint.

P F

May 5, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is respectfully transmitted for report and return a letter addressed to Senator Carter Glass by Mr. Robert E. L. Garcin, 16 Fourth Street, S. E., Washington, D. C., relative to a deposit of bullion shipped to your Mint.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosure.

May 4, 1932

136.14

The
Director of the Mint.

Sir:

I will appreciate it if you will obtain from the Superintendent of the Mint at Philadelphia an estimate for 10,000 No. 3 Coin Bags, size 16 x 9-1/2 in., heavy twill as per sample attached, for use of the Department.

By direction of the Secretary:

Respectfully,

Chief, Division of
Bookkeeping and Warrants.

Encl.

- -

Bureau of the Mint,
May 6, 1932.

Respectfully forwarded to the Superintendent, United States Mint, Philadelphia, Pa., for report and return.

M. M. O'Reilly

Acting Director of the Mint.

May 6, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your recent requisition for stationery, blank forms, etc., attention is invited to the request for 2,000 copies of assay report form No. 39-A. In November, last, the Bureau made a request for 10,000 copies of this form which, we have been advised, were forwarded you on January 25, 1932. Will you need during the coming six months 2,000 in addition to the 10,000?

The suggested revision of Department stock form No. 2152, Individual Record of Absence, for the year 1933, is noted. This form is standard for the entire Treasury Department service and a special form would not be allowed for the Mint Service; it should also be noted that the entire space of the card is already occupied, except the necessary working margins required in printing. In the Bureau's use of this form regular annual leave is recorded in black, sick leave in red, and leave without pay in blue. Possibly the aggregating of the leave without pay in the unruled lower margin of the card would serve your purpose. Request for these cards should be made in the fall, as they are not available at this time for next year.

Respectfully,

M. M. O'Reelly

Acting Director of the Mint.

F-S

May 6, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " U. S. " " Helena, Mont.
" " " U. S. " " Boise, Idaho.
" " " U. S. " " Salt Lake City, Utah.
" " " United States Mint, New Orleans, La.
" " " " " " Carson City, Nevada.

Gentlemen:

Under separate cover there are being forwarded forms for use in preparing contracts for the fiscal year 1933, covering supply of gas, electricity, etc. Such contracts should be prepared for all continuing services whether or not a special form is provided therefor, including the service of vault protection at such of the institutions as have vault protection. As heretofore, if special forms are not provided, the regular proposal form should be used, and in all cases the acceptance of proposal should be evidenced by letter. All such contracts should be forwarded for the approval of the Bureau before they become effective.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

May 6, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Comptroller General has prescribed additional forms for use in connection with payments for personal services.

Standard form No. 1040 has been superseded by form No. 1075 (copies forwarded under separate cover). This is a "loose cash receipt", for use as a sub-voucher to a previously prepared payroll when the payroll is not signed by the payee.

Standard form No. 1076 (copies forwarded) is a receipt for payment to a per diem, per hour, or piece work employee, for use when payment is made prior to preparation, certification and approval of the regular payroll. It, too, is to be filed as a sub-voucher to the regular payroll after the roll has been prepared.

Standard form No. 1018 (samples forwarded) was prescribed several years ago. It is to be used the same as is form No. 1076 (above), but for payments to per annum or per month employees.

All pertinent data called for by the above mentioned forms must be entered thereon, and the loose receipts be securely attached to the payrolls which they support.

Amounts due the estates of deceased employees are not to be paid locally, but vouchers are to be submitted, through the Bureau, for pre-audit by the General Accounting Office, and for direct settlement by that office. Such amounts, as well as any other cases of similar character, are to be stated in the "Deductions" column of the regular payroll, and be supported when submitted for pre-audit by a supplemental payroll (short form) No. 1013d (copies being forwarded), as well as by any other pertinent vouchers such as affidavit concerning surviving relatives, receipt for payment of funeral expenses, etc. The supplemental payroll herein mentioned is in lieu of any other individual pay voucher forms heretofore used for similar purposes.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

May 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of a request of the Assayer in Charge at New Orleans, for 500 more coin bags.

Will you please cause them to be shipped at your earliest convenience.

Respectfully,

R. J. Grant,
Director of the Mint.

May 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with your recommendation of May 10th, you are authorized to accept the proposal of the Egyptian Lacquer Manufacturing Company, Inc., to supply your Mint with 15 gallons of lacquer, 20 gallons of lacquer thinner, and 1 pint of concentrated color, at a total cost of $112.50, less 2% 10 days, it being understood that this is the lowest of bids requested.

Respectfully,

R. J. Grant,
Director of the Mint.

May 12, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The last sheet of your payroll for the period February 16-29, pertaining to your March accounts, is herewith returned for correction in the amount for which approved, which should be $21,038.29 instead of $21,041.20, as per pencil notations on face and back.

Respectfully,

R. J. Grant,
Director of the Mint.

P-F-S
Encl.

May 13, 1932.

Mr. F. H. Chaffin,
Assistant Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Chaffin:

Will you please have these three medals cleaned and returned to the Bureau: one of Mr. Mills; one of Mr. Winston; and one of Mr. Bond.

Sincerely,

R. J. Grant,
Director of the Mint.

Inclosures.

May 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is inclosed with this letter a copy of the report of the Bureau of Standards on the spectrochemical analysis of five samples of proof gold transmitted to them on March 25.

The sample identified as "special proof", is a tested piece taken from the last shipment of proof gold received from the Philadelphia Mint.

Your samples identified as lots number 29 and 33, are also inclosed.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosures.

May 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you kindly sent to this office one medal of President Hoover.

The dollar in payment therefor is inclosed.

Respectfully,

W. M. Rasell

Acting Director of the Mint.

May 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is forwarded to you today, under separate cover, by insured parcel post:

140.65 troy ounces standard gold scrap.
6.625 " " " " "
_____contained in 6.00 ounces cornets.
147.275 troy ounces - Value $2740.00

6.269 troy ounces standard silver scrap
subsidiary value $7.80.

The following accounts should be credited to San Francisco, Denver and Philadelphia, respectively, being the values of special assay coins forwarded to this Bureau up to and including April 30, 1932.

	San Francisco	Denver	Philadelphia
Gold	- - - - -	- - - - -	$2740.00
Subsidiary	$ 4.00	$ 2.00	1.80

Please notify the Mints at San Francisco and Denver when these entries have been completed.

There is also forwarded a fine silver bar, resulting from silver chloride, weighing 29.95 ounces, in exchange for which please supply the Bureau the equivalent in proof silver, strip form.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

May 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of a request from an officer of one of the large gold and silver refineries for information relative to the number of deposits made in each of our offices amounting to approximately $100, above or below.

Will you kindly advise the Bureau of the total number of such deposits received by you from July 1, 1931, to the close of business May 15th. Please notice that only the total number is requested.

Respectfully,

M. M. Brady

Acting Director of the Mint.

May 23, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Letter and bill of Frank F. Mathers, Inc., which accompanied your letter of May 21st, in which claim is made for a difference of 6¢ per ton in the freight rates on coal supplied your institution since January 5, 1932, under contract T2m-199, are returned herewith.

Since the contract in question provides a delivered price for the coal to be supplied and contains no provision for adjustment of such price if there was a change in freight rates, the contractor assumed the risk of any such change and is not entitled to any adjustment of the price at which he agreed to supply the coal.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encls.

May 24, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following is the name to be engraved on the gold medal you are now preparing for Mr. Hopkins, Special Assistant to the Secretary of the Treasury.

Mr. Hopkins desires to forward this medal to San Francisco, as early as possible and this Bureau will very deeply appreciate your courtesy in forwarding the medal here as promptly as possible.

The name is:- Laramee Haynes.

Respectfully,

R. J. Grant,
Director of the Mint.

May 24, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a letter addressed to the Superintendent, United States Mint, at Washington, D. C., from Roy L. Ericson, Post Master at Stromsburg, Nebraska, inclosing a money order in the amount of $10.60, which was obviously intended for you.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

May 24, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am returning duplicate check No. 62092, drawn in favor of Robert E. L. Garcin, for the reason that the original item was paid April 25, 1932, therefore a duplicate will not be issued.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

May 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of May 23rd.

This letter will be authority for you to accept the proposal of the Joseph Dixon Crucible Company, to supply your institution with 150 No. 70 special crucibles at $9.40 per crucible, less 1% for payment in 10 days.

You are also authorized to accept the proposal of the Vesuvius Crucible Company to supply your institution with 150 No. 70 special crucibles at $9.40 per crucible, less 1% for payment in 10 days.

Please number contracts as of acceptance dates; note on orders for test samples that they were for test preliminary to making contract.

Respectfully,

R. J. Grant,
Director of the Mint.

May 26, 1932.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Sir:

I am inclosing a copy of a letter received today from the State Department asking for the preparation of twenty four engrailed coin collars for the Colombian Government, and stating that the twenty four collars are needed for coins of fifty centavo denomination.

Upon receipt of this letter will you please advise the Bureau as to what the charge will be for manufacturing these collars, in order that we may advise the Colombian Minister through the State Department.

Respectfully,

R. J. Grant,
Director of the Mint.

May 26, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a one dollar gold piece. Will you please have Mr. Pietz remove from this piece the solder.

The dollar is the property of Mr. Thompson of the Secretary's office and I am very anxious to have the Mint serve Mr. Thompson in every way we can.

Respectfully,

R. J. Grant,
Director of the Mint.

May 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of today, authorizing you to accept the proposal of the Phelps Dodge Corporation to furnish your institution with 15,000 pounds of cathode copper, 99.95% pure, at $0.055.

It is understood that this is the lowest of three bids received of four bids requested.

Respectfully,

R. J. Grant,
Director of the Mint.

May 27, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Page 3 of your payroll for the first half of May, in duplicate, is herewith returned for amendment by insertion of the name of Mr. Sauder, which should be carried on the payroll in a non-pay status until definite decision has been made as regards his application for retirement. The following notation may be placed in the margin of the roll -- Retirement application pending.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

May 27, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is noted that Mr. Abraham D. Sauder, a clerk in your office who is seeking disability retirement, is not reported on the pay roll.

Mr. Sauder's name should appear on the pay roll with the notation "applied for disability retirement" reported in the Remarks Column. This procedure should be continued until his retirement claim is settled.

If Mr. Sauder is on a leave without pay status, such status should be shown on the pay roll.

Respectfully,

R. J. Grant,
Director of the Mint.

May 27, 1932.

Dear Mr. Chaffin:

Mr. Hopkins asked us to order one case for him and I am returning the sample inclosed with your letter of May 26th.

It is understood that the cost of this case is $3.00.

Very truly yours,

R. J. Grant,
Director of the Mint.

Mr. F. H. Chaffin,
United States Mint,
Philadelphia, Pa.

May 28, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Herewith find vouchers of Johnson and Higgins, insurance charges on shipments of new minor coin, made during January and April of this year, 8¢ each. Payment to be made from the profits on minor coinage.

Respectfully,

R J Grant,
Director of the Mint.

P

May 31, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is today in receipt of a letter from the State Department, through the Secretary's Office, accepting the terms embodied in your letter of May 12th, relative to the cost of preparing two hundred thousand fifty centavos of Lempira denomination, and this letter will be authority for you to proceed with this coinage as promptly as possible.

I am inclosing a copy of the letter received from the Minister of Honduras, through the State Department.

Respectfully,

M. McRoberts,

Acting Director of the Mint.

Inclosure.

June 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This Bureau is forwarding today by express prepaid a package said to contain jewelry valued at $200, received erroneously by this Bureau from the Litt Jewelry Company, 54 W. Washington Street, Chicago, Illinois.

The Litt Jewelry Company has today been advised of the transfer of this package, unopened, to you.

Respectfully,

M M Orr

Acting Director of the Mint.

June 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In response to the recommendation contained in your letter of May 31, you are authorized to accept the proposal of the Electro Refractories & Alloys Corporation to supply your institution with 100 No. 5 crucibles and 100 No. 5-A crucibles, at $2.00 each, and 25 No. 20 crucibles at $2.65 each, the total amounting to $466.25, less 2% for payment in 10 days.

This proposal, it is understood, is the lowest of three bids received on the No. 5 crucibles and No. 5-A crucibles, and the lower of two bids received on the No. 20 crucibles.

Respectfully,

M. M. O'Reilly,

Acting Director of the Mint.

June 2, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Senor Don Juan B. Chevalier, Secretary of the Panama Legation states that Senor Lewis D. Alfaro expects to visit the Mint some time tomorrow, June 3rd. Will you please be kind enough to provide Senor Alfaro with a special guide, and extend the courtesies of your Mint.

Respectfully,

M. D. O'Neill

Acting Director of the Mint.

June 3, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of June 2.

This letter will be authority for you to purchase and install a crane and overhead trolley system for the handling of moulds between the pouring tables and work benches in the melting room of your Mint, from the Louden Machinery Company, at a total cost of $633.00, this being the lowest of five bids received.

Respectfully,

M. H. O'Reilly

Acting Director of the Mint.

June 3, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of June 2.

This letter will be authority for you to accept the proposal of Patrick O'Neill & Company for supplying your Mint with approximately 2,000 pounds of "near" white rags at the rate of $0.0647 per pound, less 1% 10 days; this being the lowest of bids received from six dealers, on the grade of rags specified in your request.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

June 3, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for Mr. Thomas W. Wheeler to act as representative of the Director of the Mint in joint sealing silver bars at your Mint.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

June 3, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1932.

Salaries and Expenses $75,000.

Respectfully,

M. M. O'Reilly

Acting Director of Mint.

P F

June 7-1932

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to the use of Standard form No. 1070 - schedule of retirement fund credits - it is noted that you are filing a separate schedule for each semimonthly payroll. This is a collection schedule, one of which is intended to contain all retirement amounts collected in a single month, with the total that is carried to the account current. This is for your future guidance.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

June 11, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Cal.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.

Gentlemen:

Herewith please find sample of the revised edition of Mint Form No. 88, "Bids for Sweeps Solicited." This form is to be used in future in all instances where bids are invited for sale of sweeps. If the sentence pertaining to the return of bags at the expense of successful bidders is not pertinent it should be lined out when bids are invited. A supply of the revised edition of the form will be sent to you at once. Please make such disposition of the old edition of the form as will insure that it will not be used for inviting bids in future.

Respectfully,

R. J. Grant,
Director of the Mint.

T-S
Encl.

June 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau, within the next few days, of the approximate total obligations that will be incurred against the amount allotted you from the current fiscal year's appropriation, separately stating the amounts for personnel and for other expenses. This estimate should cover not only known obligations to the present time, but should include any additional anticipated amounts for the month of June.

Will you please also state what the anticipated additional requirements would be for the fiscal year beginning July 1, 1933, as compared with the data to be supplied in response to the above paragraph, if coinage should be required for that year on the same basis as was required for the fiscal year 1928. This estimate should separately indicate the number of additional employees with their titles, rates of pay on present basis, and total amount for personnel, also the additional amounts that would be needed for the several classes of supplies, separately stated.

If you anticipate that for the fiscal year that will begin July 1, 1933, other additional amounts will be required than those just mentioned, your explanation of such need, including the necessity therefor, with amounts in detail, should be given.

This is not in lieu of the regular estimates for needed appropriations, which will be later requested.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

June 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find two copies each of approved contracts Nos. T2m-156, T2m-157, T2m-210, T2m-213, T2m-216, T2m-217, T2m-218, and T2m-219. These approvals are contingent on appropriations becoming available for paying the expenses involved for the fiscal year beginning July 1, next.

The papers assigned contract No. T2m-212 are retained in the Bureau pending receipt of the original proposal for supplying water service, which original did not accompany the other papers.

It is presumed that Nos. T2m-214 and T2m-215 will be assigned to agreements that have not been forwarded.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encls.

P. S. - Please also forward original (not with other papers) of proposal for supplying electric current (No. T2m-211).

June 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is forwarded to you today, under separate cover, by insured registered mail 13.887 troy ounces of fine gold and 40.68 troy ounces fine silver, contained in samples transmitted to the Bureau for melting point tests by the Bureau of Standards.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

June 16, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Mr. James F. Cutler and party expect to visit the Mint tomorrow. They are guests of Senator David I. Walsh of Massachusetts.

Will you kindly extend every possible courtesy to Mr. Cutler and his party, in order that they may witness the operations of the Mint to their entire satisfaction.

Respectfully,

Acting Director of the Mint.

June 16, 1932.

The Philadelphia Electric Company,
Philadelphia, Pa.

Gentlemen:

Your proposal of May 25, 1932, for supplying electric current to the United States Mint, Philadelphia, Pa., during the fiscal year beginning July 1, 1932, and ending June 30, 1933, at rates as per your "Rate 'E' Power Service" schedule attached to said proposal, and with minimum monthly charge of $591.00, is hereby accepted.

Respectfully,

Freas Styer,
Superintendent.

Approved June 16, 1932:

Acting Director of the Mint.

June 16, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Returned herewith please find two copies each of approved contracts for supplying your institution with electric current and water during the fiscal year 1933.

There is also enclosed letter of acceptance of the proposal for electric current, for your signature and distribution, one copy to be forwarded to this office for attaching to the original of the contract. The letter was written in this office because no letter of accteptance accompanied the papers forwarded by you.

Respectfully,

Acting Director of the Mint.

F-S
Encl.

June 21, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please prepare and forward to the Bureau not later than July 6, 1932, the amounts of the year's net obligations against the appropriation "Salaries and Expenses, Mints and Assay Offices, 1932," on the basis of the symbol classification for items other than personnel (adding under the several symbols the encumbrances set up where the obligations have not been paid), and on the basis of salary range cost records for personnel, as per the following sample:

Salary range $1,620 - $1,980; average $1,800 -

	Avg. No.	Avg. rate	Total earned
Clerk - - - - - - - - - - - -	2	$1,700	$3,400
Storekeeper - - - - - - - -	1	1,800	1,800
Capt. watch - - - - - - - -	1	1,700	1,700
Skilled workman - - - - -	3.5	1,800	6,300

State separately from the range costs, the combined total for overtime and temporary employment.

The data should be prepared to the fullest extent possible before June 30th so that only final adjustments need be made thereafter and the data typed, for prompt forwarding by July 6th.

The budget office requires the data early in order that time may be available for giving proper consideration thereto.

The amounts that will be available for the fiscal year beginning July first, next, are still very uncertain, but doubtless will be materially smaller than those available for the year now ending. If your fiscal year 1932 disbursements for the several items are not proportionately representative of 1933 use please advise the Bureau as to any material shifts between items that are in prospect.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

June 22, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir: In Re: Fingerprinting Appointees.

I am inclosing for your information a copy of a letter addressed by the Civil Service Commission to the Chief, Division of Appointments, Treasury Department, together with a copy of a revised edition of Form 2828.

Please give careful attention to the requirements of this document.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosures.

June 22, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find approved contract No. T2m-214 for supplying your institution with bituminous coal during the first half of fiscal year 1933.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

June 22, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The inclosed sketch of the Secretary's medal has been approved by Mr. Mills. The plaster cast is being forwarded under separate cover.

The Secretary is much pleased with it and makes no suggestions as to any alterations. You are therefore free to proceed with the preparation of this medal as soon as practicable.

Respectfully,

R. J. Grant,
Director of the Mint.
OR

Inclosures.

June 24, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

As soon as practicable after the close of this fiscal year, please forward to the Bureau the usual data for use in preparing the annual report of the Director of the Mint. Also forward photograph illustrating the new quarter-dollar.

If there were any unusual or outstanding features of the year, detailed description thereof is desired.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

June 29, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please examine the inclosed Departmental Stock Form No. 2154, and advise the Bureau by telephone whether or not you would like to use it, if you decide it is an improvement on the form or system you are now using.

We have a small blue card, a copy of which is inclosed, which gives the amount of retiremend deductions only, but this white form may be more satisfactory to you, if you care to use it.

It will be necessary for us to know as soon as possible in order that we may notify the Printing Division tomorrow.

A supply of blue cards were sent you in 1928.

Will you please return the inclosed forms.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosures.

"Contingent Expenses, Office of the
Director of the Mint, 1932.

Superintendent
United States Mint
Philadelphia, Pa.

June 30, 1932.

AUTHORIZED TO ACCEPT BID OF BEEKMAN AND COMPANY FOR CANVAS

AND JOHN SILMAN AND COMPANY FOR TOWELING

O'REILLY ACTING DIRECTOR

June 30, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Schedule of gold bars sold, pertaining to your May accounts, is enclosed herewith for amendment and return; the charges imposed on first item of some $8,900, at 6¢ per $100, do not compute to $2.66 as shown.

Please forward copy of receipt issued on account of proceeds of sale May 3rd of Washington Bicentennial gold, silver, and bronze medals; also for the two items of Military Merit Purple Heart bronze medals sold May 17th and 25th.

Extra copy of receipt covering coinage charges on Cuban silver coins, dated May 13th, is returned for your files, with request that copy of receipt for the item of May 11th, $8,387.50, be forwarded, no receipt being present for this item. In this connection reference is made to Foreign Metals Statement covering Cuban silver coinage transactions during May, which statement shows charges on coinage of $27,300.00, while the amounts deposited in the Treasury for charges for such coinage total $27,725.00.

Reference is made to Bureau's letter of April 15, 1932, pertaining to your February accounts, the last paragraph of which indicates that credit should be taken in each account current as expenditures, the payroll disbursements that are made that month instead of those evidenced by the payrolls for the full preceding month. On this basis the payroll disbursements that get into each month's account current would usually be those evidenced by the payroll of the first half of the month to which the account current pertains and of the last half of the prior month.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encls.

July 1, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, United States Mint, New Orleans, La.
" " " " " " Carson City, Nevada.
" " " U. S. Assay Office, Seattle, Wash.
" " " U. S. " " Helena, Mont.
" " " U. S. " " Boise, Idaho.
" " " U. S. " " Salt Lake City, Utah.

Gentlemen:

Please be advised that the contract for insurance covering bullion shipments, etc., during the current fiscal year, has again been awarded through Messrs. Johnson & Higgins, 67 Wall Street, New York, N. Y., to whom notices of shipments should be mailed, as during the year just closed.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

F-S

July 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In order that those employees who were subject to that part of the Economy Bill which provided that all employees on extension of retirement must be retired at the close of business June 30, 1932, may receive their annuity as expeditiously as possible, it is respectfully requested that you have the effected employees properly execute Bureau of Pensions Form 3-R 1, "Application for Annuity", and forward such applications to this office.

The Certificate of Administrative Officer, Bureau of Pensions Form 3-R 39, should be properly executed by you and forwarded with the above noted Form 3-R 1.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

July 2, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Again referring to your accounts for the month of May and to the item of collection on account of Cuban silver coinage, it now appears that the receipt for collection that was covered into the Treasury May 19th for $7,962.50 is missing. Will you please forward copy thereof.

Respectfully,

R. J. Grant,
Director of the Mint.

E-S

July 2, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you of the following sum to meet the expenses of your institution during the current fiscal year:

Salaries and Expenses, Mints and Assay Offices, 1933 - - - - - - - - - - - - - - $70,000.00

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

July 2, 1932.

Sir:

Will you please refer to the Table of Charges, edition of May 1, 1930.

It will be necessary for us to have a reprint of this table and before making the request for the printing, I would be glad to have any suggestions you would like to make as to changes which might be advisable in this table.

Please let us hear from you as soon as possible on this subject.

Respectfully,

R. J. Grant,
Director of the Mint.
DR

The Superintendent:

United States Mint,
Philadelphia, Pa.

United States Mint,
Denver, Colorado.

United States Mint,
San Francisco, Calif.

United States Assay Office,
New York City, N. Y.

July 5, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith enclosed please find two copies each of approved contracts for the current fiscal year, as follows:

T2m-215 - Paschall Oxygen Co. - Hydrogen gas.
T2m-220 - Air Reduction Sales Co. - Oxygen and acetylene gases.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encls.

July 8, 1932.

Sir:

I am inclosing a circular received from the Assistant Secretary of the Treasury, calling attention to the law covering limitations on the amount of retired pay.

It is understood by this Bureau that we have no one to whom this section of the Statute would apply. However, it is deemed appropriate that you have the opportunity to verify this understanding of the Bureau's.

Respectfully,

R. J. Grant,
Director of the Mint.

The Superintendent:

United States Mint,
Philadelphia, Pa.

United States Mint,
Denver, Colorado.

United States Mint,
San Francisco, Calif.

United States Assay Office,
New York City, N. Y.

July 9, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a letter received from Donald Lindo & Company, San Francisco, Calif., dated June 30, 1932. The Bureau has made a calculation as to the amount of metal required to produce the coin described, basing the value of the metal on the current day's market price of 26 cents per fine ounce for silver.

We have calculated that the amount of standard silver required would be 11.9819 grams and that the amount of gold required would be .5181 grams, and that the value of the metals would be; silver $0.0901 and gold $0.3098.

As to the cost of making 1,000 of these coins the Bureau is not able to reply. Will you kindly check our calculations above and advise us as to the probable cost of manufacturing these pieces.

With your reply, kindly return the inclosed letter.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

x

July 9, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In connection with your recent statement of expenditures during the fiscal year just closed, will you please forward a statement showing, for each expenditure symbol and subhead of repairs and equipment, the amount of payroll expenditures therefor. Such statements have been required in past years to support the appropriation expenditures and estimates.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

July 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is being forwarded to you today a package received from the Wolverine Dental Laboratories, Inc., 306 Citizens Bank Building, Flint, Michigan, containing dental grindings.

Respectfully,

R. J. Grant,
Director of the Mint.

COPY

CABLEGRAM

Shanghai, July 9

DIRECTOR MINTS
WASHINGTON D C

REFERRING TO OUR TELEGRAM MAY TENTH CABLE EARLIEST POSSIBLE DATE YOU COULD SHIP TWENTY PAIRS OF DOLLAR WORKING DIES USING THE PRESENT OBVERSE HUB OF THE TWENTY FIRST YEAR WITH THE NEW DESIGN REVERSE AS PER OUR LETTER OF INSTRUCTION MAY EIGHTH STOP MAKE ONE HUNDRED MORE PAIRS OF DOLLAR WORKING DIES STOP MINT WILL START OPERATION ON ABOVE NEW DESIGN SILVER DOLLAR ONLY STOP INSTRUCT AMERICAN TRADING COMPANY NEW YORK TO SHIP IMMEDIATELY VIA OVERLAND THE UPSETTING MACHINE INCLUDING SEGMENT AND LETTERING HUB MADE AT THE MINT FOR THE DOLLAR STOP WE HAVE ABANDONED THE OLD DESIGN WITH THE SIX CHINESE CHARACTERS DENOTING GOLD STANDARD ON THE REVERSE DIE

CLIFFORD HEWITT

July 11, 1932.

Bureau of the Mint.

Respectfully referred to the Superintendent, United States Mint at Philadelphia, Pa., for appropriate action.

E. J. Grant,
Director of the Mint.

July 12, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Assayer in Charge of the United States Mint at Carson City, Nevada, twenty-five (25) ounces of proof silver.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

July 12, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Under the provisions of the Economy Bill, approved June 30, 1932, and effective July 1, 1932, all extensions on accounts of retirement are prohibited for the fiscal year 1933. The Economy Bill further provides that all employees having reached, or exceeding the age limit of their respective class, shall be retained until until 15 years of service has been rendered.

In view of the above provisions, it is requested that when an employee, who will reach retirement age during the present fiscal year, or who has passed retirement age and will have completed 15 years of service in the fiscal year 1933, be notified at least six weeks in advance of the date of his or her retirement, and the Bureau so advised.

The date of retirement is the last day of the month in which the employee reaches the age limit, in those cases where the employee has 15 or more years of service to his credit, or the month in which the superannuated employee completes fifteen years of service.

This Bureau will furnish your office with the names of those employees who will retire this year, together with the effective datesof their retirement, and it is requested that you make a survey of your records and advise this Bureau as to whether the data furnished corresponds with that data on file in your office.

Claims for annuity and the Certificate of the Administrative Officer should be submitted immediately following the retirement of an employee.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

July 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with your request of July 12th, you are hereby granted authority to purchase from B. A. Ballou & Company, Inc., 97 gross each of safety catches, joints and pin stems, at a total cost of $306.26, less 2%, such articles to be used in the manufacture of Yangtze Badges for the Navy Department.

It is understood that the bid of B. A. Ballou & Company, Inc., is the only one received of three requested.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

July 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with your request of July 12th, you are hereby authorized to purchase from the Wick Narrow Fabric Company, 470 yards of ribbon for the Yangtze Service Badges, at the rate of 45¢ per yard, it being understood that the above bid is the lower of two received of three requested.

Respectfully,

M M. O'Reilly

Acting Director of the Mint.

July 14, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the statement contained in Bureau letter dated July 12th, the following is a list of those employees who will reach retirement age during the present fiscal year, or who will have completed fifteen years of service and have passed retirement age: Will you please verify the data below and advise the Bureau immediately.

Employees reaching retirement age:

Name	Designation	Effective Date
John C. Beatty	Foreman of Die Room	Feb. 28, 1933
Mary A. Burke	Selector	Feb. 28, 1933
William J. Coleman	Skilled Workman	Oct. 31, 1932
William J. Conboy	Skilled Workman	Dec. 31, 1932
John F. Gernhardt	Melter	March 31, 1933
F. P. J. McGurgan	Skilled Workman	Sept.30, 1932
Walter S. Miller	Fore. Automatic Scales	Jan.31, 1933
Martha M. Myers	Charwoman	Sept.30, 1932
James A. Roney	Roller	Mar. 31, 1933
Helena A. Smith	Sewing-woman	Aug. 31, 1932

Employees retiring at end of 15 years service:

Name	Designation	Effective Date
Martin F. Dermody,	Roller	Jan. 31, 1933
Mary Hackett	Sewing-woman	Nov. 30, 1932
Edward C. Jefferis	Skilled Workman	June 30, 1933
Peter Lones	Skilled Workman	Oct. 31, 1932
Rebecca E. Shellem	Sewing-woman	Oct. 31, 1932
Hugh Totten	Melter	Jan. 31, 1933
John Williams	Skilled Workman	Feb. 28, 1933

Respectfully,

M. M. Okell,

Acting Director of the Mint.

July 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is requested that you furnish the Bureau with information as to the aggregate salary which Mr. Joseph DeMarco received during the fiscal year 1921 and fiscal year 1922.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

July 15, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, United States Mint, New Orleans, La.
" " " " " " Carson City, Nev.
" " " U. S. Assay Office, Seattle, Wash.
" " " U. S. " " Helena, Mont.
" " " U. S. " " Salt Lake City, Utah.
" " " U. S. " " Boise, Idaho.

Gentlemen:

Please forward the statement annually required after the close of each fiscal year, of any moneys received during the year just passed, from sale of Government property or otherwise received on Government account, which were not paid into the General Treasury during the year.

Respectfully,

Acting Director of the Mint.

F-S

July 16, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to Bureau letter of July 14th, and your letter of July 15th, relative to employees retiring at the end of 15 years service, the following is submitted:

In the case of Hugh Totten, the Bureau records indicate that Mr. Totten's retirement is to take effect February 28, 1933. In order that a comparison of our records and the records in your office may be made, the service record of Mr. Totten is given as follows:

Appointed	-- Helper(Temp)	10-9-17
Resigned	-- "	6-29-18
Appointed	Melter (Temp.)	10-24-28
Appointed	" (Prob.)	11-16-18
Promoted	"	8- 1-20
Furloughed	"	11-15-21
Recalled	"	2- 24-22

*From this date the record does not indicate that Mr. Totten has been off the Bureau rolls.

Where an employee of the Mint Service is furloughed, and such furlough does not exceed six months in one calendar year. such leave without pay is not deducted from the employee's service record.

Will you kindly verify the above, in order that the records of the Bureau and your office may be consistent.

In a survey of the file of Mary Hackett, it is found that she was reported as having had 82 days in excess of 6 months in one calendar year. Your letter of the 15th, states that her excessive leave amounts to 1 month and 22 days. Will you please advise this office as to the proper leave to be deducted from the service record of Mary Hackett.

With regard to statement of Martin F. Dermody, that he was employed in the Immigration Service, for the period September 3 to 30th, 1918, this Bureau will obtain an abstract of service from that Bureau, and you will be advised in the premises.

Your cooperation with regard to the retirement of employees during the present fiscal year, has been greatly appreciated by this office.

Respectfully,

R. J. Grant,
Director of the Mint.

July 18, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication advising that the State Department has instructed this Bureau to proceed with the coinage for the Honduran Government, on the basis of the estimate of cost submitted by you in your letter of June 15th, and which was given by this Bureau to the State Department on June 28th.

Respectfully,

R. J. Grant,
Director of the Mint.

July 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of July 16th, relative to the aggregate salary received by Joseph DeMarco during fiscal year 1921 and fiscal year 1922.

It is now requested that you advise this office as to the aggregate salary received by Mr. DeMarco from August 1, 1920, to August 31, 1922.

Respectfully,

R. J. Grant,
Director of the Mint.

July 20, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

As authority for you to continue the employment of Mr. Thomas H. Carroll and Mr. Henry B. Shuman, until August 1, 1932, I am inclosing a copy of the Executive Order issued by President Hoover under date of June 30, 1932.

Respectfully,

R. J. Grant,
Director of the Mint.

July 20, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing the sketch of the reverse of the medal for Secretary Mills, prepared by Mr. Sinnock, which the Secretary selected.

However, since selecting this design for the reverse of his new medal, he has expressed admiration for the design of Mr. Mellon's medal. He now wishes to have the same reverse for his medal that was used for Mr. Mellons medal, which contains the seal of the Treasury with the wide margin and the smooth rim.

This will obviate the necessity for making a new die for Mr. Mills reverse and will probably expedite the preparation of this medal. We are having calls for it.

Please ask Mr. Sinnock to forward a specimen strike as soon as possible to be submitted to Mr. Mills for approval.

Respectfully,

R. J. Grant,
Director of the Mint.

July 21, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am returning a medal of Secretary Mellon. Will you please have this medal refinished. With the return of this medal please send two new medals together with an invoice for the new medals to Hon. James H. Douglas, Assistant Secretary of the Treasury.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

July 22, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of July 20th.

The Bureau has been advised by the Division of Supply that the Schedule of Supplies will be issued in a few days. When the new catalogues are received, a copy will be forwarded to you.

Respectfully,

R. J. Grant,
Director of the Mint.

July 22, 1932

To All Mint Service Institutions:

Under separate cover is being forwarded you a copy of the Economy Act, which will be found on pages 19, et seq., of the printed pamphlet; also supplemental salary tables and sample copies of Standard forms Nos. 1077 and 1078.

The purpose of the Economy Act is to effect savings in the conduct of the Government. During the fiscal year now current, each officer and employee receiving compensation at an annual rate of more than $1,000 will be "furloughed without compensation for one calendar month - or for such periods as shall, in the aggregate, be equivalent to one calendar month." To insure the required savings, 1½ days pay (8-1/3% or 1/12 of the basic compensation) will be deducted on each semi-monthly pay roll, whether the compensation is on an annual basis or on a per diem basis.

The several mints and assay offices will continue to operate as heretofore on a 5½ day week basis, under Sec. 101 (b) of the Economy Act. No change will be made in the rates of pay of the employees, either per annum or per diem. The payroll forms now used will be continued, with the procedure modified as follows:

In the column "Deductions - Other" line out the word "other" and insert "furlough", and enter therein 8-1/3%, or 1/12 of the "Gross amount earned" by each employee, whether per diem or per annum, in the same manner as 3½% of the gross amount earned is entered in the column "Deduction - Retirement."

Deductions for any other purpose will be shown in the "Remarks" column in the right-hand margin of the form, such as for "leave without pay," "additional furlough," etc. In this connection, read carefully and observe the printed directions at the head of the "Remarks" column. The total of the column "Deductions - Furlough" will be entered on Standard form No. 1077, and the form forwarded to this Bureau in triplicate promptly after the close of each month, for the payrolls covering services rendered during the past month. The General Accounting Office requires this report in duplicate, prior to the forwarding of accounts current, etc., as a basis for impounding the reported amount of the appropriation. You will not disburse and claim credit in your accounts current for the furlough deductions as you do for the retirement deductions.

At the time the report on Standard form 1077 is forwarded, an additional report will be forwarded on Standard form 1078, scheduling positions that became vacant during the month, listing the names of last incumbents in alphabetical order, with

effective date of vacancy, annual rate of compensation, gross amount of compensation to cover said position to the close of the fiscal year as the amount to be impounded, and the voucher number on which the incumbent was last paid. In case a position is vacated at the close of a pay period, the name should be entered o on the payroll of the next succeeding period only, and the effective date of such vacancy shown in the "Remarks" column. There will also be noted on this form the name of the appropriation involved.

For furlough (absence, not pay) purposes, the Economy Act specifies 24 working days as the equivalent of one calendar month (excluding Sundays and holidays and counting Saturdays as half days). The absence basis for furlough is therefore one twenty-fourth of a (working) month, not one thirtieth; and furlough absence accrues at the rate of one day (not 1¼ days) for each semi-monthly pay period. The Comptroller General has ruled that furlough absence may not be taken in advance of the amount for which pay has been deducted. Therefore, if absence actually occurs in excess of the amount accrued at the rate of one day during each semi-monthly pay period, beginning with July 1, 1932, additional deduction must be made of 1¼ day's pay for each day or fraction thereof that the actual absence (of working days) exceeds the accrued absence. As regards the leave record (distinguished from the pay roll and pay record) the actual time of absence will be charged as leave, not 1¼ days for each day of actual absence. When pay for twenty-four working days, or one furlough month, has been deducted, no further deductions on account of this furlough, prescribed in Sec. 101 (b) of the Economy Act, will be made, and if there occurs additional absence of employees, deductions of pay on account thereof will be made, on the basis that has been used prior to July 1, 1932 for absence without pay, and the amount of the deduction will be placed in the "Remarks" column of the pay roll, not in the "Furlough" column of the pay roll.

The Act further provides that retirement deductions shall be on the basic (old) compensation rate" instead of on the rate as temporarily reduced." On this basis, if any employee is on furlough for an entire pay period the combined accrued furlough deductions and retirement deductions may exceed the gross amount earned, and necessitate making the excess part of the accrued deductions on the next payroll (with appropriate notations in the "Remarks" columns).

Please prepare a payroll for the entire period of July 1 - 15, 1932, on the basis described in this communication, and in addition note in the "Remarks" column the amounts paid each individual on the tentative roll, with the difference still due; make payment of the latter amount in the usual way and forward to the Bureau both the complete roll and the tentative roll in support of your account current disbursements for July.

Respectfully,

Director of the Mint.

July 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a letter received from the State Department relative to proposed coinage for the Government of Panama.

With the return of this letter will you please advise the Bureau of the cost of preparing this coinage, including all expenses associated with the same.

Please do not make any references on the attached letter.

Respectfully,

Wm. M. O'Reilly

Acting Director of the Mint.

Inclosure.

July 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of July 23, 1932, please be advised that no change has been made in the application of sick leave regulations, those heretofore in effect continuing for the time being. When uniform regulations have been prescribed, you will be advised.

Concerning your inquiry as to employee's absence during the current fiscal year and deduction of pay therefor, will state that the regulations mean the avoiding of overpayment for absence, on the prescribed basis.

Regular procedure is to make payments semi-monthly. It is our understanding that 1 day's absence (for which 1¼ day's pay is deductible) accrues and may be granted during each semi-monthly pay priod until 24 days absence (for which 30 days pay have been deducted) have accumulated. If actual absence is, at the end of any payroll period, in excess of the accrual, additional deduction must be made therefor. Your suggested accumulation of fractional absences during each pay period, for application as part of the time for which 1¼ day's pay for each day of absence must be deducted, will be satisfactory.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

✓
F-S

July 27, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.

Gentlemen:

The Bureau's letter of July 22, 1932, concerning the Economy Law, is hereby modified as regards furlough pay deductions to be made during the current fiscal year.

Such deductions should be (for per annum employees 1½ day's pay) (for per diem employees 1 day's pay) for each semi-monthly pay period, even though absence does not actually occur, and if absence does not occur, this constituting an accrual of 1 day's leave from work which may be granted subsequently without additional pay deduction therefor. But whenever actual absence becomes in excess of this leave accrual, 1½ day's pay, or 1 day's pay, respectively, must be deducted for each such day or fractional day of such excess absence; deductions to continue until compensation for one calendar month or twenty-four working days has been deducted and entered in the payroll column for such deductions, for each position that is filled throughout the year, and ratably for positions filled for shorter periods. If actual absence exceeds the calendar month or 24 working days above mentioned, pay deductions for such excess to be made on the basis used prior to July 1, 1932 for absence without pay, and to be shown in the "Remarks" column of payroll.

The General Accounting Office's requirement that a full day's pay deduction be made for fractional absence of each semi-monthly pay period, has the effect of keeping off the payrolls fractional deductions and avoids actual absence for which pay has not been deducted, but necessitates separate administrative records for pay and for actual (time) absence, with administrative adjustment thereof as regards temporary overdeductions of pay appearing on the payrolls.

Respectfully,

R. W. O'Reilly

Acting Director of the Mint.

F-S

July 30, 1932.

To all Mint Service Institutions.

Gentlemen:

Pending the making of the usual annual apportionments and allotments from appropriated funds to meet the expenses of the several Mint Service institutions during the current fiscal year, you will please make the usual monthly requisitions for advances, confining the amounts thereof to those required for meeting the current payrolls and absolutely essential current expenses.

Instructions have not yet been received as to the policy which will govern the making of the annual apportionments and allotments.

Respectfully,

M. M. Kelly

Acting Director of the Mint.

F-S

P.S.--Please note that you will not need amounts equivalent to the personnel furlough deductions.

August 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of an inquiry from the State Department as to the coinage of 300,000 silver one Lempira pieces for the Government of Honduras.

This order is in addition to the 300,000 which you are now preparing.

Will it be correct to advise the State Department that the coinage charges for these pieces will be the same as that now being charged, namely, $7.50 per thousand pieces.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

August 2, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the sum of $20,000.00, Salaries and Expenses, Mints and Assay Offices, to meet the expenses of your institution during the fiscal year 1933.

Respectfully,

Acting Director of Mint.

P F

August 4, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of August 3rd, authority is granted you to purchase from J. Goebel & Company, eighteen silica carbide muffles, at a cost of $8.40 each, less two per cent ten days.

It is understood that the bid of J. Goebel & Company is the lower of two bids received of three requested.

Respectfully,

D. M. O'Reilly

Acting Director of the Mint.

August 5, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

As you are aware, the Bureau has received a request through the State Department for the coinage of 300,000 silver one Lempira pieces of the weight of twelve grams and fifty one-hundredths of a gram, nine hundred thousandths fine and thirty-one millimeters in diameter, for the Government of Honduras.

It is understood that these coins are of the same weight and dimension as the Lempira pieces previously ordered.

The State Department has been advised that the cost of this coinage would be at the rate of $7.50 per thousand pieces, which includes working dies.

The State Department advises that the silver required for these coins will be furnished to you by the National City Bank of New York, and that that institution will also pay the expenses in connection with this coinage.

This letter will be authority for you to proceed with the preparation of this coinage.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

August 5, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of August 4, authority is hereby granted to purchase approximately 6,000 pounds of pulverized pine charcoal, at the rate of 4 cents per pound.

It is understood that this is the only bid received of three bids requested.

Respectfully,

Acting Director of the Mint.

August 5, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Copy of this letter sent to all institutions

Sir:

There are being forwarded supplements of the General Schedule of Supplies, which should be placed with the supplements forwarded to your institution under recent date.

I regret that we cannot send the regular bound copy, but in view of the economy program the General Supply Committee is only forwarding those sections of the Schedule of Supplies which will be of service to the particular Bureau or establishment.

As this Bureau will be unable to furnish further Schedules of Supplies, or supplements, care must be taken to keep your schedule intact.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosures.

August 6, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please send me a medal of the President.

The dollar to cover the charge for this medal is inclosed.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

August 9, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing one dollar, for which please send me a Mellon Medal.

Respectfully,

R. J. Grant,
Director of the Mint.

C
O
P
Y

NAVY DEPARTMENT

BUREAU OF NAVIGATION

Washington, D.C.

8, August, 1932.

Dear Sir:

The present stock of Good Conduct Medals, including 1,000 received under Bureau of Navigation requisition #35-1932, Bureau of Supplies and Accounts Order No. 06316, is exhausted. The Bureau would appreciate expediting shipment of the remaining Good Conduct Medals under this order.

Information is requested as to when delivery may be expected.

Very truly yours,

Director of the Mint,
Treasury Department,
Washington, D. C.

Bureau of the Mint - August 9, 1932.

Respectfully referred to the Superintendent, Philadelphia Mint, for information.

R. W. Grant,
Director of the Mint.

August 9, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Copy to all mints and New York.

Sir:

A decision by the Comptroller General dated July 28, 1932, has just come to attention, which necessitates further modification of this Bureau's instructions issued prior to the date of this decision, as regards furlough pay deductions of per diem employees; see Bureau letters of July 22nd and 27th.

Quoting from an abstract of the July 28th decision, "with respect to per diem employees to whom the provisions of section 101(b) are applicable *** the total deduction of compensation for the fiscal year 1933, by reason of the legislative furlough shall not exceed 1/12 or 8 1/3 percent of the annual rate of compensation computed on the basis of 313 days per annum for employees whose year is that number of days. Where there are no furlough absences during a pay period the deduction may be 8 1/3 percent of the total amount otherwise earned for such period, whether the pay period be a week, a half month, a month, or otherwise. When 1/12 or 8 1/3 per cent of the annual rate of compensation computed on the basis of the per diem rate for 313 days has been deducted, *** no further deductions are required solely because of legislative furlough under said section."

In view of the above, it would appear that where there is not actual absence from duty 1/12 of the amount earned should be deducted for furlough on each payroll; and where actual absence of per diem employees occurs in excess of leave accruals as explained in Bureau letter of July 27th, of 2 days for each month other than December and June, 3 days for December, and 3 1/12 days for June, total 26 1/12 days (equals 1/12 of 313 days), the full pay for such excess absence should be deducted until a total of 1/12 of a year's compensation has been deducted. This method of computing leave accrual will avoid absence for which pay has not been deducted, as well as avoid pay deductions in fractional amounts.

It is suggested that adjustments for the period from July 1st to the end of August be made on the payroll for last half of August.

Respectfully,

H. Kraus

Director of the Mint.

August 11, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

One to each Mint
institution

Sir:

Due to the fact that all of the mint institutions appear to be somewhat overwhelmed with deposits of jewelry scrap and old material, I would suggest that as these packages are received that you notify each depositor that returns cannot be made for a period of ten days, or whatever time you think will be required to reach each deposit in turn.

The public appears to be under the impression that deposits can be paid for within a day or two after receipt, and as this is impossible with our depleted forces, I think it better to advise the depositors in this respect.

I also feel that some consideration should be given to the health and endurance of our men and that they should not be required to continually work long overtime hours.

Respectfully,

R. J. Grant,
Director of the Mint.

August 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letter of July 21st, relative to demoting Mr. William J. Coleman from the position of Skilled Workman to the position of Guard.

I regret that I must refuse to allow such a change in Mr. Coleman's status. To allow such demotion might set an undesirable precedent in avoiding the provisions of the recently enacted economy act which requires that all employees attaining retirement age must be dropped from the rolls.

Respectfully,

R. J. Grant,
Director of the Mint.

OR

August 13, 1932.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Replying to your letter of yesterday concerning furlough pay deductions for per diem employees, please be advised that in the first case mentioned the deduction should be $56.54 (1/12 of $103.74 = $8.66, plus 6 days @ $7.98 = $47.88). In the second case the deduction should be 1/12 of $112.06 = $9.34. It is believed that the above is in conformity with the directions that have been given, and that it will serve as an amplified guide for general application.

Respectfully,

Director of the Mint.

August 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

June voucher No. 862 is herewith returned for certification of the dealer's bill in the name of the company.

The schedules of retirement credits collected by you do not yet correctly support the account current items. See pencil notations on the enclosed schedule.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-F-S
Encls.

August 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your report of the death of John J. Ryan, who was retired from the Mint Service June 30, 1932, it is suggested that you communicate with the widow, or personal representative of the estate of Mr. Ryan, and advise that application for the unexpended portion of the retirement deductions credited to the decedent should be made to the Bureau of Pensions, Washington, D. C.

Respectfully,

N. M. Wheeler

Acting Director of the Mint.

August 16, 1932.

Sir:

It is respectfully requested that you furnish this Bureau, as soon as convenient, a report showing the retirement deductions to be credited to the employees of your institution for the fiscal year 1932, individually.

It is not necessary that your report include those retirement deductions credited to employees who have been separated from the service by retirement or otherwise.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Superintendents:

United States Mint,
Philadelphia, Pa.

United States Mint,
Denver, Colorado.

United States Mint,
San Francisco, Calif.

Assayer in Charge,
United States Mint,
New Orleans, La.

August 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is forwarded you to-day, by insured registered mail, 10.00 ounces of gold cornets.

In exchange please supply this office with the equivalent in proof gold.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Q.

August 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

A representative of the Bureau of Narcotics called at this Office this morning relative to the medals you are preparing for that service, and was advised that you had stated over the telephone that the dies would be ready in two weeks.

He refers to his letter of June 3rd, a copy of which was forwarded to you, in which it is requested that one medal without enameling and one medal with enameling be forwarded for inspection.

It is barely possible that the Bureau of Narcotics will decide not to have the medals enameled, but before making this final they would like to inspect one without and one with enameling.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

August 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing seventy five cents to cover the cost of a Bicentennial Medal requested over the telephone today.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

August 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please ask Mr. Sinnock to forward to this Bureau, at his early convenience, a description of the quarter dollar and a description of the Bicentennial medal. These descriptions to be used in connection with the illustrations to be inserted in our annual report.

We are making this request for the reason that Mr. Sinnock can provide a much more appropriate and technical description than we can.

Respectfully,

M. M. O'Reely

Acting Director of the Mint.

August 23, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of a letter from the State Department stating that the terms upon which the Mint would make the 300,000 silver one Lempira pieces, namely, $7.50 per thousand, plus the cost of packing and other expenses, are acceptable to the Government of Honduras. and this letter will be authority for you to proceed with this additional coinage of 300,000 pieces.

Respectfully,

R. J. Grant,
Director of the Mint.
oR

August 23, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to the annual report of your coining department, on form 901 - bronze metal - whereon the total weight of good coin produced is estimated at 425,254.45 ounces as against 424,992 ounces planchets returned from the ingots operated upon; this appears to be inconsistent.

It is also noted that although the coining department operated upon material quantities of nickel and bronze metal no wastages are shown thereon; this compares with wastages shown by the San Francisco and Denver mints on operations of less volume. Explanation is requested.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

August 24, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding a copy of the Executive Order dated July 29, 1932, exempting from the provisions of the Economy Act, approved June 30, 1932, Mr. Thomas H. Carroll and Mr. Henry B. Shuman, employees in your institution.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosure.

August 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The specimens of the Secretary's medals sent by you, were submitted to Mr. Mills yesterday, and he is very much pleased with the medals.

He was not able to see enough difference in the finish of the two medals to express any preference and asked that the sculptor finish them in whichever shade he considered best.

I am returning the two medals, under separate cover. As soon as possible, will you please forward to Mr. Mills twelve bronze and twelve silver medals.

Nothing was said about cases and nothing about cases was suggested to the Secretary.

Will you please forward to the Bureau an estimate of the cost of making one medal in gold.

Respectfully,

F. P. Reed

Acting Director of the Mint.

August 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding to you, under separate cover, a medal case owned by a party outside of the Bureau. It has been lent to us and must be returned to the owner.

Will you please obtain a quotation covering the cost of reproducing a case of this kind; that is, the pigskin covering and brown silk velvet lining. I should like merely an estimate on the cost of producing this case to submit to the Secretary in case he decides to have a gold medal made.

Kindly forward the estimate with the return of the case.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

August 26, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please furnish for use in the Bureau Laboratory, twenty-five pounds of test lead, in the form of five gram sheets.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Q.

August 29, 1932.

To All Mint Service Institutions.

Gentlemen:

By Act of Congress dated July 30, 1906, an annual statement is required from all Government fiscal officers, of all moneys received from proceeds of Government property of any kind, or from any source, received during the previous fiscal year for or on account of the public service, or in any other manner in the discharge of official duties, other than salary or compensation, which were not paid into the General Treasury of the United States, together with a detailed account of all payments, if any, made from such funds during such year.

The above covers all moneys, other than salary or compensation received by a Government officer in his capacity as a Government officer, whether or not it is known, at the time the moneys are received, what eventual disposition of such funds will be made.

The laws and regulations contemplate that all moneys received by a Government officer in his capacity as a representative of the Government shall be made a matter of record in his official cash account on the day of receipt of such funds. If the eventual disposition to be made of such funds is not known at the time they are received they should be also stated in a special deposit account (debit "Cash", credit "Special Deposit") until final disposition is possible, when they should be expended from the special deposit account and taken up both as receipts and disbursements in the determined accounts of disposition, if revenue or expense accounts of the Government, or, if the disposition is a return of the funds to the depositor, such return should be shown as a disbursement in the special deposit account and be evidenced by the depositor's receipt for the funds returned, or by number of check issued in his favor against the special deposit account. The special deposit schedules supporting the account current should be so prepared that each "special deposit" can be traced, as to name of depositor, date received, final disposition made, etc.

Ordinarily funds of the above mentioned character will be those received for special assay work to be performed, they should be carried in an account denominated "Special deposit - work to be performed by mint service", this account to be entered on the regular account current. If, at times, other collected funds cannot be at once allocated to accounts of final disposition, they should be shown by pertinent description under the special deposit heading on the account current.

The Comptroller General of the United States recently advised the Secretary of the Treasury that examination of the accounts of one of the Mint Service institutions indicated that transactions of the character above described were not being shown in the accounts - amounts collected years ago, for work that could not be performed, and that could not be returned to the depositors because the latter could not be located, were being retained in possession of the Government officer "on memorandum." Moneys that cannot be returned by field officers to the rightful owners thereof must be paid into the Treasury for record, custody, and eventual disposition. It is directed that the procedure described in the preceding paragraphs be followed in future.

Respectfully,

W. M. O'Reilly

F-S

Acting Director of the Mint.

August 30, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

A representative of the New York City Commission for the George Washington Bicentennial will call on you in regard to lending the old coining press for an exhibit at New York.

This letter will be authority for you to lend the press, with the understanding that the expense of packing and shipping, and returning to you in good condition, will be an expense to be borne by the above Commission.

Respectfully,

M M Shilley

Acting Director of the Mint.

August 30, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of August 29, inclosing a letter received by you from the Deputy Collector of Internal Revenue in Philadelphia.

This letter will be authority for you to provide the Deputy Collector with the information at your disposal relative to deposits of bullion made at your Mint by Mr. James R. Grieg, 926 Chestnut Street, Philadelphia.

It is understood this information is being given to the Internal Revenue Bureau for the purpose of completing an income tax investigation.

Respectfully,

M. W. O'Reilly

Acting Director of the Mint.

August 30, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau as to what adjustments are required to bring your report on form 61-A, of bullion receipts for the period January - June, 1932, into agreement with the accounts for the same period.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

September 1, 1952.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing copies of correspondence received today from the State Department.

It is understood from your telephone communication of the 30th, that the Panama coins have already reached your mint. Will you please have the boxes listed in the inclosed letter of August 25th checked with those on hand at your institution.

As soon as we have received notice from you that the coins called for on this list are on hand, the Bureau will advise the State Department.

This letter will be authority for you to proceed with the coinage requested by the Government of Panama.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosures.

September 2, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the sum of $40,000.00, Salaries and Expenses, Mints and Assay Offices, 1933, to meet the expenses of your institution during the fiscal year 1933.

Respectfully,

R J Grant,
Director of the Mint.
OR

P F

September 2, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Mint exhibit for the "Century of Progress Exposition", to be held in Chicago in 1933, is before the Department.

For the information of the Chief Clerk's Office, will you please advise the Bureau the dimensions of two coining presses to be lent to this exposition; one coining press for the manufacture of small medals, and the other the old coining press, a still exhibit.

The two presses are requested for the purpose of making a contrast.

Will you also advise the Bureau of the approximate weight of each of these presses. The Chief Clerk's Office advises that the tensile strength of the floor which is to be used, in case we assent to this exhibit, is 450 pounds per square foot.

Respectfully,

R. J. Grant,
Director of the Mint.

September 6, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Under date of September 2nd, this Bureau requested the State Department for instructions relative to the disposal of dies on hand at your Mint which were issued for the manufacture of coins for the French Colony of Indo-China.

We are now in receipt of instructions from the State Department to have these dies destroyed at the Mint. However, this must be done in the presence of the Consul of France at Philadelphia, and the dies should not be destroyed by you until that officer is present.

It is understood that the French Embassy will give instructions to the Consul to call at the Mint in regard to this matter.

Respectfully,

R. J. Grant.
Director of the Mint.
GR

September 6, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Treasurer of the United States has requested that the inclosed forms be filled out by those persons in your institution authorized to sign in the temporary absence of the Superintendent ~~and the Acting Superintendent~~.

Will you kindly have these forms returned as promptly as possible.

They are to take the place of other forms previously filed by you covering these designations.

Respectfully,

R. J. Grant,
Director of the Mint.
OR

Inclosures.

September 6, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of September 1, the Bureau has obtained the approval of the Secretary for the suspension of Mrs. Margaret A. Williams, from September 7th, 1932 to September 30th, 1932, for conduct subversive to discipline.

Respectfully,

R. J. Grant,
Director of the Mint.

September 10, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Chief Clerk, Treasury Department, has called the attention of the Bureau to the fact that our service is not sending in Form C. A. 1, to cover accidents.

Will you kindly see that this is done in the future when accidents are reported.

It may interest you to know that the U. S. Employees' Compensation Commission has stated to the Bureau that the record of the Mint Service is exceptionally good in that we have comparatively few accidents for such hazardous employment as that in the Mint Service.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

September 14, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am returning Check No. 174,262 received by you from the Navy Department. The check is properly endorsed.

Respectfully,

Acting Director of the Mint.

Inclosure.

September 14, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please forward the following medals, addressing them to Hon. John J. Hopkins, Special Assistant to the Secretary of the Treasury:

1 Mills - silver	1 Roosevelt
5 Mills - bronze	1 Coolidge
1 Washington	1 Hoover
1 Jefferson	1 Alexander Hamilton
1 Lincoln	1 Secretary Mellon
	1 Lindbergh

Mr. Hopkins would also like to see a copy of the Pacific Railroad Medal, (number 13 on list). He may not wish to keep this medal, but if you have one in stock please include it with others.

Mr. Hopkins also desires cases for each of these medals similar to the one you sent yesterday, and please regard this one as being included in yourconsignment.

Please send the bill for these medals, and cases, with the medals, directly to Mr. Hopkins, and not to this Bureau.

I am inclosing $1.35 for a Lindbergh Medal together with case. If you will kindly send this medal to this Bureau it will be appreciated.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P.S. - It is understood that the inexpensive medal cases are made to carry the 3 inch medals. What will it cost to have one made to fit the Lindbergh Medal?

September 14, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find one copy of your July regular account current for amendment as per pencil notations.

Collections for credit to the Civil Service retirement fund should appear as indicated in pencil. When retirement deductions have been expended (via payroll) from the appropriation, their connection with the appropriation from which expended ceases.

Notations have been made on the payroll of July 1-15 that $125.68 thereof was expended in August, in order that the General Accounting Office will not be uninformed concerning same when examining the July account.

Please forward to support the $1,500.00 received from the Shanghai Mint, either a copy of the letter of transmittal or a copy of the receipt you issued for the amount received.

Respectfully,

J. R. Baxley

Acting Director of the Mint.

F-S
Encl.

September 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Authority is hereby granted for you to purchase from The American Brass Company, approximately 3,000 pounds of bronze strips 3-1/8" wide x .250" thick at 11¾ cent per pound, and the same quantity 3" wide x .25" thick at 11½ cents per pound, which are to be used in the manufacture of medals.

It is understood from your letter of September 14th, that the American Brass Company's bid is the lowest of three bids received.

Respectfully,

R. J. Grant,
Director of the Mint.

September 16, 1932.

To All Mint Service Institutions.

Gentlemen:

The Economy Act passed at the recent session of Congress greatly reduced the amount of appropriated funds for printing and binding of the Government, and the amount allotted by the Budget Bureau and the Treasury Budget Officer for meeting the needs of the mint and assay office service is approximately 27% less than was expended during the fiscal year closed last June. Direction has been given by the Treasury Budget Officer that our requirements must be kept within the amount allotted. It will therefore be essential for each mint and assay office to exercise the utmost economy in use of forms, blank books, etc., and to requisition only such items and in such quantities as are absolutely essential. This will be necessary notwithstanding the increase in number of deposits being received.

Blank books that have to be specially printed are particularly expensive, and if the life of such books now on hand can be extended through recording two items to each space, or otherwise, such procedure should be put into effect. Your co-operation in this matter, and in keeping your requisitions within the minimum requirements, is requested.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

C
O
P
Y

LEGATION OF PANAMA
WASHINGTON

September 10, 1932.

Mr. Secretary:

Referring again to my communication No. D-203 of August 25, last, I have the honor to advise Your Excellency that the Secretary of Hacienda and Tesoro of Panama in a despatch of recent date, informs me that the sum of B/29,400.00 in Panamanian coin of the old issue sent by the Banco Nacional de Panama to the Philadelphia mint to be recoined, is composed as follows:

Silver coins	B/22,000.00
Nickel coins	7,400.00
Total . . .	B/29,400.00

At the same time the Secretary of Hacienda and Tesoro informs me that the new coins are to be sent to the Banco Nacional de Panama through the Chase National Bank of the City of New York. Therefore the corresponding packages should be consigned to the Branch of the latter institution in the city of Panama.

In view of the above, I request that Your Excellency be good enough to give the necessary instructions, through the usual channel, to the Philadelphia Mint, in order that it may ship the new coins in the manner indicated.

Please accept my thanks in advance for the attention Your Excellency may see fit to give this request. * * * * * *

(signed) H. F. Alfaro,
Minister.

His Excellency Henry L. Stimson,
Secretary of State, Washington, D.C.

Respectfully referred to the
Superintendent of the Philadelphia
Mint for information and guidance.

R. J. Grant,
Director of the Mint.

September 16, 1932.

September 20, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a letter received today from the Commissioner of the Bureau of Narcotics, relative to sample medals forwarded by you to that Bureau. The letter is self-explanatory.

It is suggested, however, that you advise this Bureau what additional cost, if any, will be involved in the changes proposed in this letter.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

P.S.- The badges mentioned in the Commissioner of Narcotics letter are being forwarded under separate cover by registered mail.

September 20, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a translation of a note received by the State Department relative to coinage for the Government of Honduras.

Please advise the Bureau at your earliest convenience as to the cost of preparing this coinage, and other usual information, for transmission to the State Department.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

September 21, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is inclosed one dollar, for which please send one Mellon Medal.

Respectfully,

R. T. Grant,
Director of the Mint.

OR

September 22, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of September 21.

In reply, please be advised that Mr. McGurgan is entitled to that amount of leave for which deductions will have been made as of September 30th.

Respectfully,

Acting Director of the Mint.

September 24, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing $1.25 to cover the cost of two medals sent by you to the Bureau on the 23rd.

The medals were intended for the new Secretary of Commerce and your promptness in sending them was very much appreciated by that official.

Respectfully,

M. O'Reilly

Acting Director of the Mint.

Inclosure.

September 24, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing one dollar for which please send one medal of President Hoover.

Respectfully,

M. W. O'Reilly

Acting Director of the Mint.

Inclosure.

September 26, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of September 22nd, relative to tax on gasoline:

The Bureau has been advised verbally by the Internal Revenue Office that this tax will have to be paid. Regulation Number 44, Article IX, of the Revenue Act provides: "Sales to the Government of the United States, the District of Columbia, and Territories and Possessions of the United States are taxable".

The Bureau has requested the Bureau of Internal Revenue to forward to you a copy of Regulations No. 44.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

September 29, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of September 27th, relative to the use of Standard Forms 4 and 4a, please be advised that such forms are to be used by the Personnel Division of the Treasury Department only.

Respectfully,

Acting Director of the Mint.

September 30, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

On future payrolls will you please omit notations which are not necessary for verifying items pertaining to the pay of employees; for example, sickness for which pay is allowed, and furlough absence for which pay had been previously deducted.

An example of difficulty in understanding payroll notations appears on the August payrolls in the account of Rhine R. Freed, where for the first half the notation "10 days furlough" appears with deduction of 10 units of 1¼ days pay each, while on the payroll for the second half appears notation "6¼ days furlough" with deduction of only 5 units of 1¼ days pay each. By reference to the absence report it is found that a total of 17 days absence are charged to Mr. Freed to the end of August, and since one day's absence (for which pay was regularly deducted) accrued for each pay period, correct additional furlough deduction is for 13 days, 9 days of which evidently pertain to the first half and 4 days to the last half. The actual deductions support these presumptions, and if notations had been made of "9 days additional furlough" for first half and "4 days additional furlough" for the second half, the payroll figures would have been properly supported by the marginal notations and would have been understandable without reference to the absence report, which latter does not go to the General Accounting Office. Other cases of like nature to that of Mr. Freed appear on these payrolls, and the Bureau is indicating the necessary data that they may be understood in the General Accounting Office.

Employees who, ordinarily, would be carried "without pay" (as when sick beyond period for which sick-leave payment is made, etc.) should be credited, and charged as furlough, on the payrolls, amounts which would regularly accrue, until the full year's furlough deductions have been made for such positions, because such amounts are impoundable. For absence continued thereafter the without-pay procedure heretofore effective will be used.

Respectfully,

M. O'Reilly

Acting Director of the Mint.

F-S

October 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of September 30.

In accordance with your recommendation, authority is hereby granted to purchase from Olson & French Company, approximately 5,000 yards of muslin, 54" wide, for use in making coin bags, at the rate of $0.0987 per yard.

It is understood that the bid of Olson & French Company was the lowest bid of four received, of six requested.

It is further understood that the Department of Justice has given you a release to purchase in the local markets.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

October 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of September 30th concerning motor freight charges on shipment of handles, please be advised that the Bureau is not prepared to inform you as to the lowest transportation rates applicable to this shipment, which lowest rates should have been determined by you in advance, with instructions accordingly to the shipper. The difference of 24¢ between the two shipment methods mentioned in your letter is small and presumably will not be questioned by the General Accounting Office.

Respectfully,

H. M. Kreely

Acting Director of the Mint.

F-S

Enclosures returned.

October 3, 1932.

To All Mint Service Institutions.

Gentlemen:

Please be advised that employees who, ordinarily, would be carried "without pay" (as when sick beyond period for which sick-leave payment is made, etc.) should be credited, and charged as furlough, on the payrolls, amounts which would regularly accrue, until the full year's furlough deductions have been made for such positions, because such amounts are impoundable. For absence continued thereafter the without-pay procedure heretofore effective will be used. Retirement deductions continue chargeable while employees are on furlough.

Respectfully,

F. M. O'Reilly

Acting Director of the Mint.

F-S

October 4, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses $40 000.00

Respectfully,

Acting Director of the Mint.

P F

October 5, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a letter received today from the Secretary of State, relative to Panama coinage. There is also inclosed a copy of a translation of a note received from the Minister of Panama by the State Department, and transmitted to this office, which is self-explanatory.

The Bureau is of the opinion that the note of the Minister of Panama indicates the desire for additional coinage. Please notice that the Minister also requests that when the old coins have been melted that the Legation be informed of the additional amount of metal needed to complete the coinage.

It is observed by the Bureau that you have on hand excess silver from the coinage executed in response to the request of the Minister dated July 22, 1932, amounting to 13,493.54 fine ounces and that you have also on hand an excess of minor coinage metal from that order amounting to 7,705 troy ounces.

It is presumed that these excess amounts are to be absorbed in the coinage asked for in the letter of the Minister dated September 22, a copy of which is inclosed.

Before proceeding with the coinage requested under date of September 22nd, through the State Department, by letter of October 1st, will you advise the Bureau of the cost of executing this additional coinage, and other pertinent information, in order that the State Department may be requested to notify the Panamanian Minister.

It is presumed that you can advise the Bureau of the charges for this coinage without waiting for the receipt of the metal referred to in the letter from the Minister and also in the letter which was addressed to you directly by the Manager of the Banco Nacional under date of September 24th.

You will, of course, not proceed with this coinage until formally advised.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

October 6, 1932.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

There are inclosed blank copies of form AC-918, "Certificate By Disbursing Officer, Mint Service", together with such forms executed by Mr. Coleman and Mr. Freed, under date of September 7, 1932.

It is requested that the blank copies be executed in duplicate in accordance with the pencil changes noted on the forms which were submitted.

When it becomes necessary for Mr. Coleman or Mr. Freed to sign checks in your absence, the Treasurer's Office requests that the checks be signed as follows:

"Freas Styer, Superintendent, by Hubert D. Coleman".
"Freas Styer, Superintendent, by Rhine R. Freed".

It is not necessary that a title follow these names when signing checks.

It is requested that the amended forms be returned to the Bureau as soon as possible.

Respectfully,

M. McKee,

Acting Director of the Mint.

October 12, 1932.

To All Mint Service Institutions.

Gentlemen:

Below please find two paragraphs quoted from a letter of the Third Assistant Postmaster General, dated October 6, 1932, addressed to the Treasury Department, for your information and guidance in computing charges on parcel post shipments of bullion and coin between mints and assay offices.

"You inquire what amount of indemnity, if any, may be deducted from the declared value in computing the surcharges, and whether a deduction of that amount may be made for each insurance fee of 10 cents paid. You are advised that no indemnity is payable for official mail matter unless both postage and registry fee or insurance fee are paid as well as any required surcharge. If, as is understood to be the case, the matter referred to in your inquiry is accepted for insurance but treated as registered mail under arrangements which have been made with your Department, indemnity would be payable if postage, insurance fee and surcharge, if any, are paid on the matter.

"The insurance fee of 10 cents at present provides indemnity up to $25 instead of to $50 as formerly. You would therefore be authorized to deduct from the declared value, in ascertaining the amount of surcharge payable, $25 for each unit of weight of 70 pounds or fraction thereof on which both postage, and insurance fee of 10 cents for each unit of weight, is paid. The insurance fee of 25 cents provides indemnity up to $100 as formerly. For example, a shipment of $1,000 weighing 70 pounds or less on which one insurance fee of 10 cents is payable will be subject to payment of surcharge of $975. A shipment of $1,500 in a single pouch weighing more than 70 pounds on which two insurance fees are payable would be subject to a surcharge based on $1,500 less $50, or $1,450. This information is given with the assumption that both postage and insurance fee are paid on the shipments."

Respectfully,

J. M. O'Reel

Acting Director of the Mint.

F-S

October 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a translation of a note received through the State Department from the Minister of Panama, which is self-explanatory.

Respectfully,

Th. M. Reed

Acting Director of the Mint.

Inclosure.

October 14, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of August.

The copies of receipts issued on rejected bullion deposits are $1.00 short of the amount taken into the account. Those present are for deposits numbered 1473, 1579, 2039, and 2539. Possibly the one missing is for No. 2464.

Please also forward copy of receipt issued to George Washington Bi-Centenial Commission for $28.00 collected for bronze medals supplied.

The total of parting and refining column, page 15, bullion abstract, has been decreased 1¢ and the total of alloy column has been increased 1¢, errors in additions. Corresponding corrections have been made on the subsequent sheets and on the schedule of collections.

The August absence report shows that Helen Klein was absent 4 days 45 minutes to end of August, while the rolls carry only the regular 4 days deduction (1 day each pay period) for furlough.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-F-S

October 15, 1932.

Mr. Fred H. Chaffin,
United States Mint,
Philadelphia, Pa.

Dear Mr. Chaffin:

Reference is made to the letter received by you from Mr. John P. Perlett of the 76th Infantry Brigade, Muncie, Indiana, which you left at the Bureau.

I would suggest that you advise Mr. Perlett that the law provides we may make dies for medals of a national character only, and hence he might prefer to get quotations from some firm to make the dies and the medals too.

Mr. Perlett's letter is being returned.

Respectfully,

W. M. O'Reel,

Acting Director of the Mint.

Inclosure.

October 17, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please be kind enough to forward to this Bureau a copy of the letter addressed to you by Honorable James M. Beck, relative to Miss Helena A. Smith, a former employee of your Mint.

Respectfully,

H. D. Baldridge

Acting Director of the Mint.

October 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of your letter of October 18, inclosing a copy of the letter received by you from Hon. James M. Beck, written in behalf of Miss Helena A. Smith.

The Bureau's letter requesting this letter was in error. What we desire is a copy of your letter to Mr. Beck in response to his letter.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

October 20, 1932.

To All Mint Service Institutions.

Gentlemen:

No definite allotment of funds from this year's appropriation, for operation of the mints and assay offices, will be made to the individual offices unless, later, such action becomes necessary. The amount appropriated is materially less than for the prior year, and it was necessary, under the Economy Act, to impound at once a considerable sum, equivalent to a year's salary for each position that was vacant on July first. The impoundings continue month by month, but it is hoped that each office will be able to so reduce expenses for supplies, materials, equipment, and non-personal services (as compared with last year) that we can get through this year without furloughing retained employees additionally to the 8-1/3% (1/12) now effective as required by the law. Only such expenses as are positively necessary for accomplishing authorized results should be incurred; each institution is expected to observe this precaution.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

October 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of October 20, 1932, inclosing affidavits of Norman Prince and Theodore Gorenflo, regarding a deposit made at your institution by The Gorenflo Company, account of N. Prince.

I am attaching a copy of a memorandum addressed to the Director of the Mint by the Assistant Secretary of the Treasury, giving instructions as to how this case should be handled by you.

Please follow carefully the instructions embodied in this memorandum, and upon receipt of new affidavits executed by Mr. Prince and Mr. Gorenflo, please forward such affidavits to this office for approval.

Copies of this correspondence together with photostatic copies of the affidavits and bullion deposit slips have been forwarded to the Chief, Secret Service Division, in accordance with the instructions of the Assistant Secretary.

Respectfully,

Dr. M. O'Reilly

Acting Director of the Mint.

Inclosures.

October 26, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing two photographs of Honorable Ferry K. Heath, Assistant Secretary of the Treasury. The photographs are being sent with the request that Mr. Sinnock be asked to prepare a medal for Assistant Secretary Heath.

Will you please deliver the photographs to him for such preliminary preparations as he can make at his earliest convenience.

It is suggested that a model in wax be submitted to the Bureau for submission to Mr. Heath when the model is prepared in that form.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosures.

November 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of October 27.

In accordance with your recommendations, authority is granted to purchase 100 No. 5-A silica carbide crucibles from the Bartley Crucible & Refractories Company, at $1.80 each less 1% ten days, and to purchase 100 No. 5, silica carbide crucibles from the Electro Refractories & Alloys Corporation, at $2.00 each less 2% ten days.

It is understood that the bids of the Bartley Crucible & Refractories Company and the Electro Refractories & Alloys Corporation, were the lowest of the bids received for their respective type of crucible.

Respectfully,

M. M. Rule

Acting Director of the Mint.

November 1, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Commandant of the United States Navy Yard, Boston, Massachusetts, has been authorized to forward to your institution certain sterling silver which you will please receive, making payment at the current market value.

A copy of the Commandant's letter to this Bureau is inclosed.

Respectfully,

Acting Director of the Mint.

Inclosure.

November 5, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of a request from the Captain of the U. S. S. Indianapolis, for Navy Medals. It has been stated that there is no fund with which these medals can be purchased at this time and the Department has agreed to lend them to Captain J. M. Smeallie, with the understanding that they will be held as the property of the Mint, subject to return to the Mint, or that they will be purchased if money becomes available to the U. S. S. Indianapolis.

Please carry these medals on your books as lent to the Navy Department.

The medals desired are numbers 1 to 8 inclusive, and 10, 12,13 and 19, shown on page 7 of the pamphlet entitled "Information Relating to U. S. Coins and Medals".

May I suggest that you might find it convenient to telephone Captain J. M. Smeallie, U. S. S. Indianapolis, New York Shipbuilding Company, Camden, New Jersey, suggesting that he might call at the Mint for these medals, as this would save cost of transportation by mail.

Respectfully,

R. J. Grant,
Director of the Mint.

November 8, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses	$40 000.00
Transportation, etc	20.00

Respectfully,

R J Grant,
Director of the Mint.

P F

November 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Treasury Check No. 68,052, dated October 13, 1932, payable to The Gorenflo Company, Account N. Prince, in the amount of $3,429.12, in settlement of bullion deposit No. 4700, which was forwarded with your letter of November 10th, is being returned.

Will you please hold this check pending further instructions by the Department.

Respectfully,

R. J. Grant,
Director of the Mint.

Registered

P.S.: In the event a claim is made for the payment for this deposit, please refer such correspondence to the Bureau for instructions.

November 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a money order in the amount of 80 cents, together with a letter received from Mr. Charles Brewer, 304 N. Main Street, Jamestown, New York,—requesting that he be supplied with one Washington Bi-centennial Medal,—for appropriate attention.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

November 14, 1932.

To All Mint Service Institutions.

Gentlemen:

A supply of a new Table of Charges, effective December 1, 1932, has been forwarded you under separate cover. Herewith please find a copy thereof, also, for your convenience in noting the changes from the table now in effect, a copy of the old table with the changes noted thereon.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encls.

November 15, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing Form AC-918, Certificate By Disbursing Officer, which has been returned to this Bureau by direction of the Secretary with the request that the form be amended in accordance with the notation in red.

Please have this form executed in duplicate and returned to this office at your early convenience.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosure.

November 16, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find your pay rolls for the last half of September and for the full month of October, both originals and duplicates, with request that there be noted in the "Remarks" column such data as are necessary for an understanding of the furlough deductions in excess of those required to be made regularly; that is, 8-1/3%, or one-day's pay for each pay period. In this connection please refer to the instructions in the heading of the "Remarks" column and to Bureau's letter of September 30th concerning furlough deductions.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

E-S
Encls.

November 11, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing copies of a letter received today from the Washington Branch of the Chase National Bank, and our reply thereto, pertaining to Panama coinage.

The letter from the branch of the Chase National Bank would seem to make it apparent that the Chase National Bank of New York has funds to cover the cost of this coinage, and I would suggest that you render your account to that bank when you are ready.

Respectfully,

T. M. O'Reilly

Acting Director of the Mint.

November 16, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following pertains to your September accounts.

Furlough deductions against Martin J. McDonald, $1,800 per annum, roll Sept. 1-15, has been made for one day on the basis of 1¼ days pay, and for three days straight pay, whereas it should have been for four days at 1¼ days pay each, as he is on a per annum basis.

Attention is invited to the inadequate method of correction used relative to deposit No. 3761, which evidently was lined out (on page 20) on account of withdrawal, while page 25 was in course of preparation; the column footings of page 20 were not changed to reflect the differences due to lining out, while the footings of page 25 do not represent the totals of the figures above because of elimination from such totals of the lined-out figures on page 20, without showing on page 25 the eliminated figures. If each page of the abstract were totaled and a recapitulation of pages made, as done elsewhere in the mint service, corrections could be more readily made and more clearly shown, with less inconvenience.

Silver deposits received for repayment in silver bars should be separately scheduled on the bullion abstract, as heretofore, instead of being included on the abstract with the regular gold deposits as was deposit No. 3636.

Respectfully,
M. M. O'Reel
Acting Director of the Mint.

P-1-S

November 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your payrolls for the last half of September and for the month of October. The notations needed in the remarks column on the rolls, concerning furlough, are for the non-regular deductions, as previously explained. Please so prepare future rolls, noting the number of days "additional furlough." Amendment of the notations on the rolls just received will be made in this office.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

November 22, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Certificate by Disbursing Officer, Form AC-918, recently executed by you and Mr. Rhine R. Freed, is being returned as the Secretary's Office has now instructed this Bureau to withdraw from the list of those names authorized to sign checks, the name of Mr. Freed. This order goes into effect in institutions where more than two people, in addition to the Superintendent, have been designated for this service.

Mr. Freed's name has been withdrawn for the reason that it is not expected that at any time the Mint at Philadelphia will be left without the Superintendent, the Chief Clerk, and Mr. Coleman, the Acting Chief Clerk in the absence of the Chief Clerk.

This change will become effective December 1, 1932.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

November 25, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find, for your consideration, copy of a letter dated November 23, 1932, received from the Bureau of Water Assessment of the city of Philadelphia relative to meter repairs, together with their bill, in triplicate, for $27.80; the quadruplicate of the bill is retained in this office.

It is noted that the Bureau of Water Assessment claims that the meter is owned by the Federal Government, while apparently they were not authorized by you to make repairs thereto.

It is also noted that all copies of the bill are certified. Dealers should be notified to certify only the originals of bills.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encls.

November 25, 1932.

Bureau of Water Assessment,
City of Philadelphia,
Philadelphia, Pa.

Gentlemen:

Receipt is acknowledged of your letter of November 23, 1932, relative to a meter repair bill for the Philadelphia Mint. A copy of your communication is being forwarded to the Superintendent of the Philadelphia Mint for his consideration.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

December 2, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There are inclosed United States Civil Service Commission forms, relative to the application for annuity executed by Miss Helena A. Smith.

From these forms, you will note that Miss Smith, in papers filed with the Commission, has given August 22, 1882 and August 22, 1867, as the date of her birth.

In order that this Bureau may advise the Civil Service Commission relative to the correct date of Miss Smith's birth, it is requested that you communicate with her and inform her that before her claim for annuity may be considered it will be essential that she submit to this Bureau documents, as described in the inclosed form, establishing the date of her birth.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

December 5, 1932.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses $40,000.00

Respectfully,

N. N. Oakley

Acting Director of the Mint.

P F

December 6, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau as soon as the Panama coinage is completed in order that the State Department may be advised to communicate with the Panamanian Minister.

The State Department has informed the Bureau that a trucking company will be instructed to call for the coin and attend to shipping the same. It is expected that the boxes will be marked by the Mint, in accordance with the copy of the letter of the Panamanian Minister sent to you on Friday.

In reporting the completion of the coinage for Panama, please advise the Bureau of the number of boxes and the weight.

Respectfully,

R. J. Grant,
Director of the Mint.
OR

December 8, 1932.

Superintendent,
United States Mint,
Philadelphia, Penna.

Sir:

Receipt is acknowledged of your letter of December 7, transmitting a letter received by you from John C. Beatty, Foreman of Die-Room at your institution.

Mr. Beatty's request that he be permitted to retire at the close of business December 31, 1932, under the optional retirement provisions of the Retirement Act, is hereby approved. Please forward the usual forms.

Respectfully,

R. J. Grant,
Director of the Mint.

December 9, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I have your letter of December 8th, relative to silver quotations given to Mr. E. R. Clare, San Jose, Costa Rica, by this Bureau.

The figures given by this Bureau for August 1, 2 and 3, were the quotations for September 1, 2 and 3, and have today been corrected.

I am inclosing a copy of our letter to Mr. Clare, which is self-explanatory.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

December 10, 1932.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Cal.
" " " " Denver, Colo.
Assayer in Charge, United States Mint, New Orleans, La.
" " " " " " Carson City, Nev.
" " " U. S. Assay Office, Boise, Idaho.
" " " U. S. " " Helena, Mont.
" " " U. S. " " Seattle, Wash.
" " " U. S. " " Salt Lake City, Utah.

Gentlemen:

Please forward at an early date the usual report on form 61-A of bullion receipts during the first eleven months of the calendar year 1932, plus estimates of expected receipts for the month of December, for use by the Bureau in making the usual preliminary estimate of gold and silver production of the United States during the year 1932.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

December 12, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of recent date, advising that this Bureau was in receipt of advice from the Immigration Service of the Department of Labor informing us that Mr. Martin F. Dermody was employed in that service during the period September 2, 1918 to September 30, 1918, as Junior Watchman at $900 per annum.

The above service together with Mr. Dermody's service in the Mint at Philadelphia aggregates the required 15 years, and subjects Mr. Dermody to the provisions of the Economy Act upon his reaching the age of 65, which will be reached on December 31, 1932.

Respectfully,

R. J. Grant,
Director of the Mint.

December 13, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

One copy of your October regular account current with last page of your schedule of disbursements is herewith returned for amendment as per pencil notations thereon, face and reverse. The partial pay roll disbursements for October 16 - 30, $16,086.23, should be carried as heretofore (deferred credits) and be included in your November account, where the pay roll will be filed and credit be claimed for the full amount for which it is a voucher.

Herewith for your files please find three forms No. 146, being duplicate receipts for collections, two copies of which were received here.

Respectfully,

D. M. O'Reel

Acting Director of the Mint.

P-F-S
Encls.

December 14, 1952.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a communication addressed to the Department by the Third Assistant Postmaster General, relative to the use of "K" rotary locks on mail pouches.

The Bureau will appreciate it if you will come into conformity with the wishes of the Department in the use of these locks.

Respectfully,

Acting Director of the Mint.

December 19, 1932.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of December 15th suggesting extension of contract for supplying your institution with coal beyond its expiration date of December 31, 1932, please be advised that such an extension could be made only by submission to the General Accounting Office of such facts as would be convincing that a lower price than that carried by the contract could not be obtained in case of the issue of proposals at the present time. If you are not in position to submit such facts, it is suggested that you invite proposals with a view to executing a new contract.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

December 22, 1932.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please cause to be made and sent to the Mint at New Orleans one pair of snips for cutting assay samples.

Respectfully,

Director of the Mint.

December 28, 1932.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of December 24, relative to a balance of silver on hand at the Mint which is held by you subject to instructions from the National City Bank of New York, and which is the property of the Government of Honduras.

It will be necessary for you to advise the National City Bank that we would not be in position at this time to purchase the 7,251 ounces of silver referred to above for the reason that there is a very large stock of silver on hand in the Mint for use in subsidiary coinage. It is suggested that you ask the National City Bank as to the wishes of the Bank in disposing of this silver.

Respectfully,

Director of the Mint.

December 29, 1932.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to accept the proposal of the J. Milton Hagy Waste Works to supply your Mint with approximately 2,000 pounds of near white wiping rags at a cost of $5.85 per 100 pounds, less 2% 10 days, this being the lowest of six bids received.

Respectfully,

Director of the Mint.

January 3, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There are inclosed three dollars in payment for the three medals of Secretary Mills, which reached the Bureau today.

Respectfully,

M. W. Ahl

Acting Director of the Mint.

Inclosures.

January 4, 1933.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses $45 000.00

Respectfully,

M M O'Reilly

Acting Director of the Mint.

P F

January 5, 1953.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 4.

There would appear to be no objection to your making a quotation on the manufacture of inauguration medals.

It is understood that the Mint will make this quotation only on request and not undertake to seek this business. It is also understood that the dies for this medal will be supplied to you.

Respectfully,

N. M. Dollar

Acting Director of the Mint.

January 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

One copy of your November regular account current and the schedule of disbursements are herewith returned for correction as per pencil notations thereon. These corrections are incident to the authorized procedure relative to incomplete payroll disbursements at the end of an accounting period.

Please forward vouchers in support of the nickel and copper receipts from the Government of Honduras, 204,968.75 ounces of copper and 68,322.92 ounces of nickel, per form 1026; also supporting vouchers for the 6,496.50 ounces of nickel from the Government of Panama, per form 1026.

Respectfully,

R. M. Ransey

Acting Director of the Mint.

P-F-S
Encls.

January 9, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing photographs of the Under Secretary Ballantine.

The Secretary's Office has requested this Bureau to cause to be prepared models for a medal of this official. Will you please deliver these photographs to Mr. Sinnock with the request that he proceed with the preparation of the model.

You will be advised as soon as possible as to the reverse of this medal.

It is also understood that a medal for Mr. Douglas is to be requested, but the Bureau has not the photographs for his medal yet.

Respectfully,

R. J. Grant,
Director of the Mint.

January 12, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 11th, relative to the effective date of the retirement of Mr. James A. Roney.

The controlling feature in regard to the effective date of Mr. Roney's retirement is not, as suggested in your letter, his length of service, but is the date of his birth. From the Bureau's records it appears that Mr. Roney was born March 1, 1868, and he would therefore not be eligible for retirement until the close of business March 1, 1933, and under the provisions of the Retirement Act he would be permitted to remain until the close of business March 31st, 1933.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

January 14, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The amended November regular account current, received today, is being returned for futher amendment, also the December account current for being brought into harmonytherewith. The November account current, as it now stands, misstates the balance due U. S. November 30th, the item of $696.89 furlough deduction for last half of November being twice included - once in the appropriation account (deferred salaries payments) and again in the retirement fund account (C/D in transit). Since there must be expenditure from the appropriation account of the retirement deductions before they can be received in the retirement fund account, and the expenditure is deferred to the December account, the retirement fund receipt should not include this item and the C/D should be disregarded in the November account. It is not possible to eliminate all the inconsistencies in the handling that was given the November 16-30 payroll transactions, but it is not considered advisable to overstate the balance due United States. The amended account current as submitted would not require the amended schedule of retirement deductions received therewith, but would require addition of the $696.89 in the "Cash Account" on reverse of the account current form.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encls.

January 14, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

At the request of the Secretary's Office, this Bureau is forwarding photographs of Honorable James H. Douglas, with the request that wax models be prepared for a medal for the Assistant Secretary.

Mr. Douglas prefers the profile with the red mark X on it. I am sending other photographs for the purpose of assisting the sculptor in getting expression.

Respectfully,

A. M. Kettell

Acting Director of the Mint.

Inclosures.

January 16, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Bureau as early as practicable the report on form 474-A, of United States coin received for melting and recoinage, during the last half of the calendar year 1932.

Respectfully,

R. J. Grant,
Director of the Mint.

E-S

January 17, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please provide the Bureau with the usual table covering the number of pieces of foreign coins minted during the calendar year, with the gross weight and percentage composition of the foreign coins.

This information is intended for the American Bureau of Metal Statistics.

Respectfully,

M. M. O'Reel

Acting Director of the Mint.

January 23, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a letter received by this Bureau from the Director of the Mint at Buenos Aires. Will you please provide the Bureau with information appropriate to this inquiry, covering the subject matter as completely as possible.

Your courtesy in rendering this service to the Bureau will be appreciated.

I would suggest that Mr. Coleman and Mr. Ziegler be asked to consult with you in regard to this request.

Respectfully,

R. J. Grant,
Director of the Mint.

Inclosure.

January 24, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

A partial checking of your payroll for the first half of January indicates an apparent over-checkage for furlough in the account of Robert J. Gerold. The usual semi-monthly deduction has been made, while the payroll for the last half of December carries a notation of complete furlough deduction.

In the case of Rhine R. Freed the Bureau records indicate that the full year's required furlough deduction was completed on the payroll for the fist half of December.

If furlough overdeductions have been made, it is suggested that on the next payroll the excesses be credited back as separate items in the accounts of these two men, entered in red as deductions in the furlough column, and with proper notations in the marginal remarks column, thus offsetting the previous excess impoundings.

For actual absence in excess of furlough requirements pay should be deducted, but not carried in the "Furlough" column since amounts placed in that column are impounded and not available for use.

Respectfully,

R. J. Grant,
Director of the Mint.
JR

F-S

January 25, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is inclosed a five dollar bill, two dollars of which is to cover the cost of two Hamilton medals forwarded to this Bureau.

The balance is to cover the cost of one each of the following medals:

Hamilton
Mellon
Mills

It is requested that the above medals be forwarded to this Bureau.

Respectfully,

R. J. Grant,
Director of the Mint.

January 26, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to the item of half eagles, $172.50, reported on form 474-A as having been received for melting during the last six months of 1932. As this amount could not be produced by half eagle coins of face value, it is requested that the classification of received coins be reviewed and the Bureau advised of the correct amount that should be assigned each denomination.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

January 26, 1933.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.

Gentlemen:

The Bureau is just in receipt of Notices of Exception by the General Accounting Office to the first Mint Service account of the current fiscal year that has been audited, as regards pay of our per diem employees.

According to these notices such employees, if not actually absent from duty, are to be checked, for furlough deduction, 1/12 of the amount earned each pay period. If actually absent, they must have been checked at least 1½ days pay for each day (or fraction) actually absent.

The General Accounting Office has no knowledge of actual absences except where additional payroll deductions are made on account of absence in excess of "earned accruals", but in some such cases has declared differences. For those employees who remain in the service throughout the year the full year's deduction (1/12 of the total for 313 working and holidays) will be made eventually by the method that is being followed. But for those employees who become separated during the year it would be well to see that deductions have been made on the above described basis.

In those cases where the General Accounting Office declares differences it is suggested that additional checkages be made, with adequate notations on payrolls, and this office immediately advised, which information will be communicated to the General Accounting Office by the Bureau, in order that the records be not confused through independent impoundings by the General Accounting Office with possible consequent unwarranted depletion of the appropriation. The deductions in compliance with General Accounting Office exceptions should be noted, in detail, on the furlough schedules, as being included in the totals thereof. When a day's deduction has been made for a fraction of a day, subsequent fractional absences do not require additional deduction until, fractions accumulating, they exceed a day.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

January 31, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There are being forwarded to you today, under separate cover, three fine silver bars, weighing 29.35, 30.30 and 22.70 ounces respectively.

In exchange, please furnish the Bureau the equivalent in inquartation silver in either shot or disc form.

Respectfully,

D. M. O'Reilly

Acting Director of the Mint.

February 2, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to the matter of seigniorage on minor coinage that is being made, will you please finish transferring to the Treasury Department disbursing clerk, Mr. J. L. Summers, the amounts that have heretofore been authorized to be so transferred.

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

February 2,1933.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses $40,000.00

Respectfully,

H M O'Reilly

Acting Director of the Mint.

P F

"Contingent Expenses, Office of
the Director of the Mint, 1933."

February 3, 1933.

Hon. Robert J. Grant,
c/o United States Mint,
Philadelphia, Pa.

CHICAGO EXPOSITION NEED TO KNOW LOCATION OUTLETS CAN YOU ADVISE

ME BY TELEPHONE

M. M. O'REILLY

February 4, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letters of February 3rd, recommending that Mr. James H. Whitton be promoted to the position of Foreman of Die Room, without change of compensation, and recommending that Mr. Samuel G. Walker be promoted to the position of Foreman of Automatic Scales, also without change in compensation.

The Bureau regrets that these changes cannot be made without authority of the President and it is believed inexpedient at this time to undertake to accomplish these changes through that channel.

However, when in the future conditions permit, this Bureau will be glad to recommend the change in titles of these men.

Respectfully,

R. J. Grant,
Director of the Mint.

February 4, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau as to the number of medals made from each kind of metal during the year 1932, for answer to the annual interrogatory of the British Mint.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

February 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Styer:

Please forward the following medals to Hon. James H. Douglas, Assistant Secretary of the Treasury:

Washington
Abraham Lincoln
Theodore Roosevelt
Woodrow Wilson
Calvin Coolidge
Herbert Hoover
Alexander Hamilton
Carter Glass
A. W. Mellon
Charles A. Lindbergh

It is also requested that cases be forwarded with each of the three secretarial medals, together with the account.

Respectfully,

R. J. Grant,
Director of the Mint.

February 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The papers forwarded with your letter of February 4, 1933, pertaining to bills for water and for meter repairs during the fiscal year 1932, are returned herewith.

It is suggested that the public voucher in the sum of $1,197.96 be paid and that the remainder of the funds being held by you under the 1932 appropriation be repaid into the Treasury unless the city water department renders their bill for excess consumption through meter G-479365 within a reasonable time. If such bill for excess consumption is rendered subsequently to deposit of your 1932 appropriation balance such bill will have to follow the procedure described below for the repair service.

Concerning the bill for $27.80, repair service, the Philadelphia City Water Department could submit a claim therefor to you if they so desire, in which case you should forward same to the Bureau with your recommendation, accompanied by such information as is needed for proper consideration of all the facts in the case, such bill to be forwarded by this office for the consideration of the General Accounting Office prior to payment. Such information should include the Water Department's explanation of their position, a copy of the Water Department's regulations pertaining to the repair of meters, etc., also reference to the contract with the Mint. In this connection it is noted that the water bureau stated in their letter of September 29, 1932, that the meter was removed upon your complaint that it was not registering. It is also understood that you did not authorize the repairs and did not understand that the water bureau would make any charge therefor, possibly through misconception concerning ownership of the meter.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encls.

February 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Your reports for the last half of 1932, on forms 61 and 637, covering deposits of bullion, etc., have not yet been received; please expedite.

Respectfully,

M. D. O'Reilly

Acting Director of the Mint.

F-S

February 8, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Styer:

Mr. John Jay Hopkins, Special Assistant to the Secretary, has asked if you would be so good as to forward a bronze medal of Secretary Mills, in case, to

Mr. Alexander Wall, Secretary,
Robert Morris Associates,
P. O. Box 56,
Lansdowne, Pennsylvania,

and to prepay the charges and send the bill to him.

Mr. Hopkins would also like to have a Coolidge medal and case forwarded to him at the Treasury Department. The charge for this medal should be included in the bill for the medal and case referred to above.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 9, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a notice received by the Bureau, from the General Supply Committee, directing that a report be forwarded each month showing purchase orders placed during the preceding month under existing contracts of the General Supply Committee.

Will you please cause these reports to be sent addressed to the General Supply Committee, Federal Warehouse, Washington, D. C., through this Bureau.

Respectfully,

Acting Director of the Mint.

February 10, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a letter received today from the State Department, relative to dies for the Chinese Government.

With the return of the inclosed letter will you please submit an estimate of the cost of making these dies and the time required.

Should any further information be necessary before you could make a quotation, please let me know.

Respectfully,

R. J. Grant,
Director of the Mint.

February 15, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a circular received today from the Chief Clerk's Office, attached to which is a letter from the Chief Coordinator, relative to procuring oil under the Navy lubricating oil contract.

Will it be of any advantage to you to take this into consideration.

Respectfully,

R. J. Grant,
Director of the Mint.

February 15, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm my request to you to forward approximately 30,000 ounces of silver, in disc form, to the New York Assay Office, and to forward approximately 18 ounces of silver discs to the New Orleans Mint.

Respectfully,

R. J. Grant,
Director of the Mint.

February 18, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to forward immediately to the Mint at San Francisco, from your available stock, 10,000 silver dollar coin bags, and follow this shipment by forwarding 20,000 more as soon as possible.

These bags should be sent by freight under Government Bill of Lading.

Respectfully,

R. J. Grant,
Director of the Mint.

February 18, 1933.

Mr. Fred Chaffin,
United States Mint,
Philadelphia, Pa.

Dear Mr. Chaffin:

I am inclosing the case forwarded with the Secretary's gold medal. Will you please ask the manufacturer to change this clasp or cover it? The slightest touch of the medal against this clasp will scratch the medal and it is almost impossible to take the medal out of the box without this happening.

Respectfully,

R. J. Grant,
Director of the Mint.

February 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a letter received by this Bureau which is self-explanatory.

With the return of this letter will you please advise if you have received deposits from the person indicated in the letter.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 24, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau whether you have any record of a medal being made at the Mint for J. F. Slater, under a joint resolution authorizing the presentation to him of a gold medal, which was passed February 5, 1883.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

February 24, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

SIR:

There are inclosed two dollars for which please forward to the Bureau two bronze medals, one of Alexander Hamilton and one of Mr. Mellon.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

February 24, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of February 20th.

Your letter was referred to the Treasurer of the United States, who now advises that the check described by you has not been paid.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

February 27, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Treasury Department, in care of Mr. John V. Shea, Treasury Bindery, 24 small paper boxes for individual medals and send bill with the boxes, the bill to be made out to Hon. Terry Heath, Assistant Secretary of the Treasury.

Respectfully,

R. J. Grant,
Director of the Mint.

February 28, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of today advising that the Superintendent of the Mint at San Francisco, has requested that his order for 30,000 coin sacks be reduced to 20,000 sacks.

Respectfully,

R. J. Grant,
Director of the Mint.

March 1, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of February 28th.

This letter will be authority for you to accept the offer of the Crocker-Wheeler Electric Manufacturing Company to lend a 7-1/2 H.P. motor for the press to be used at the Chicago Exposition.

It is understood that the expense of transportation charges on this motor from Philadelphia to Chicago and return, and also whatever expense is involved in cleaning up and putting the motor back into condition, must be borne by the Mint.

It is further understood that the Crocker-Wheeler Manufacturing Company agrees to lend us this motor from May 15th, to be used at the Exposition for a period of six months from June 1st.

The expenses connected with the use of this machine will be paid from the allowance made to us to cover expenses incurred by the Century of Progress Mint exhibit.

Respectfully,

R. J. Grant,
Director of the Mint.

March 3, 1933.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses $40 000.00

Respectfully,

R J Grant,
Director of the Mint.

F P

March 3, 1933.

Superintendent,
United States Mint,
Philadelphia, Penna.

Sir:

Receipt is acknowledged of your letter of March 2nd.

In accordance with your recommendation, authority is granted to sell to the Lees & Sanders, Ltd., 50 bags of Superintendent's sweeps, Nos. 1 to 50, weighing 10,000 lbs. avd. net, assaying 70.212 ounces fine gold per ton of 2,000 lbs., and 92.187 ounces fine silver per ton of 2,000 lbs., moisture .60%, the bid to be f.o.b. Philadelphia.

It is understood that the bid of Lees & Sanders, Ltd., in the amount of $6,897.00, is the highest of four bids received of eight requested.

Respectfully,

R. J. Grant,
Director of the Mint.

March 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of March 4th concerning Mint form No. 1, "Deposits of Bullion", please be advised that the Division of Supply has informed the Bureau by telephone that 300 copies of this form were sent you on November 23rd, last. The Bureau has today ordered 300 additional copies of the form to be sent you.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

March 10, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of March 9th concerning manila envelopes 2¼ x 3½, please be advised that the envelopes are being ordered by the Bureau today from the Division of Supply.

Respectfully,

W. M. O'Reilly

F-S

Acting Director of the Mint.

March 10, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find both copies of your payroll for the last half of February, with request that they be completed as to marginal notations in cases where amounts are shown in the margin, without explanations.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

March 11, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of January.

One copy each of form 1026 - Schedule of Collections - and form 193 - Nickel Coinage Metal - are herewith returned for correction as per pencil notations. The corrections on the former are in accordance with the data on the bullion abstract and on the copies of the receipts issued for the charges collected. The corrections on the latter bring it into agreement with the account current.

Respectfully,

R. J. Grant,
Director of the Mint.

P-F-S
Encls.

March 13, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Republic of Panama has made inquiry through the State Department as to procuring certain coinage, to be executed at the Mint in Philadelphia, and before agreeing to make this coinage will you please advise the cost of making the following pieces:

120,000	half-Balboa	60,000.00
120,000	one-fourth Balboa.	30,000.00
100,000	one-tenth Balboa .	10,000.00
	Total	B 100,000.00

Also advise the amount of silver and copper required for the execution of this coinage, and whether additional charges will be required on account of preparing dies.

Respectfully,

R. J. Grant,
Director of the Mint.

March 14, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a rough draft taken from a form to be submitted by the Bureau to the Secretary of the Treasury, and which is required under a Senate Resolution. This form to be submitted by the Bureau will consist of figures and information obtained from the three coinage mints and the New York Assay Office, and in order for the Bureau to furnish the data desired not later than March 31st, it is imperative that the figures and information to be furnished by your institution be in this office not later than March 25th. The material desired is to cover the fiscal year 1932.

Respectfully,

R. J. Grant,
Director of the Mint.

March 15, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

A few days ago you searched your records for a trace to the Slater medal. I find now that the Act authorizing the issuance of the medal was dated February 6, 1883, but carried no appropriation. The appropriation paying the cost of this medal was authorized on April 9, 1886.

If it is not too much trouble will you have some one look through your records of 1886, if they are conveniently available, and see if you can find any trace of the manufacture of this medal and the payment to the Mint for the same.

Respectfully,

R. J. Grant,
Director of the Mint.

March 21, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In response to your letter of March 16th please be advised that we have been informed by the Division of Supply that the bullion fund checks will be shipped you on March 23rd; the duplicate checks may be delayed.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

March 22, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is requested that the following medals, in bronze, be forwarded to Mrs. James H. Douglas, in care of Assistant Secretary Douglas, Treasury Department:

Hamilton
Washington
Lincoln
Theodore Roosevelt
Wilson
Glass
Mellon
Coolidge
Hoover
Mills
Ballantine
Heath
Lindbergh

I am inclosing a case, which Mrs. Douglas desires to have duplicated, if possible. Before ordering the case, will you please get an estimate on the cost of one, of two and of three. The case is to be made of pigskin with a golden brown lining like the sample.

Respectfully,

M. M. O'Reilly
Acting Director of the Mint.

March 22, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Secretary's Office has verbally advised this Bureau today that there is no objection to using the required amount of gold for the manufacturing of medals at the Mint.

Respectfully,

J. H. Rauch,

Acting Director of the Mint.

March 23, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau whether your institution has received a deposit of gold scrap within the past two weeks from Mr. Edward Meyer, Reibold Building, Dayton, Ohio, and if so, please furnish any information you can regarding it.

Respectfully,

Acting Director of the Mint.

March 24, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of Treasury Circular covering decisions of the Comptroller General relative to adjustments of pay of employees.

Your attention is particularly directed to paragraphs with check marks opposite them.

If needed adjustments come to attention after the March payrolls are completed they may not be made on future regular payrolls but must be evidenced by a payroll supplemental to the one for March.

Respectfully,

M. M. O'Reed

Acting Director of the Mint.

March 24, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please forward a Mellon and Hamilton medal to Mr. Donald D. Shepard, Investment Building, Washington, D. C., together with bill.

Mr. Shepard is Mr. Mellon's private secretary.

Respectfully,

N. M. O'Reilly

Acting Director of the Mint.

March 25, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

On form 3-R-39, forwarded under date of March 1st, covering deductions made for the civil service retirement and disability fund from the basic pay of Miss Mary A. Burke, you show tontine deductions for the fiscal years ending June 30, 1931 and June 30, 1932, as being $10, respectively.

Will you please advise the Bureau as to the dates Miss Burke was on leave without pay during these fiscal years, in order that we may explain the reason for the tontine deductions being $10 instead of $12.00.

Respectfully,

R. J. Grant,
Director of the Mint.

March 28, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to proceed with the preparation of 100,000 Balboas in fractional coins for the Panama Government. This coinage is to be made in accordance with the terms indicated in your letter of March 15th.

The Minister desires that silver be purchased in the open market on competitive bids and this letter will be authority for you to obtain such silver for account of the Panama Government.

Before making purchase of the silver, please forward to this Bureau a synopsis of the bids received and they will be submitted to the Minister of Panama.

Respectfully,

R. J. Grant,
Director of the Mint.

JR

March 28, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing correspondence received today from the State Department relative to dies for the Chinese Government. You will note that the Minister, through the State Department, confirms the request of Mr. Hewitt for additional dies, and this letter will be authority for you to proceed with the preparation of them.

However, before this work can be undertaken, I think it will be advisable to have Mr. Sinnock redraw the Chinese characters in accordance with changes suggested in the letter of the Minister, and forward a perfected sketch to be submitted again through the State Department to the Minister for approval.

Please return the inclosed correspondence without markings.

Respectfully,

R. J. Grant,
Director of the Mint.

March 31, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau's records indicate that the contingent expenses incurred at your institution during the fiscal year 1932, amounted to $69,661.16.

Will you please classify this amount under the headings shown on the inclosed form, and advise the Bureau of such amounts, by telephone, tomorrow (Saturday, April 1st).

Respectfully,

M. W. O'Reilly

Acting Director of the Mint.

April 4, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find one copy of sheet 2 of your February bullion account current, for amendment as to checks issued for seigniorage coin, to reflect disposition of such check proceeds.

On sheets 5 and 7 of the bullion abstract, notations have been made as references between deposits Nos. 9824 and 9953, also on the corresponding deposit certificates, so that when the offsetting discrepancies thereon come to attention they will be understood even though other supporting vouchers explaining them are not at hand.

Respectfully,

R. J. Grant,
Director of the Mint.

P-F-S
Encls.

April 5, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a letter received today from a correspondent who inquires relative to a certain Lincoln Indiana Peace Medal. This Medal is described on page 396 of the Catalogue, number 404.

Have you any history of this medal other than that which appears in the Catalogue?

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

April 5, 1953.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1953.

Salaries and Expenses $45,000.00

Respectfully,

M. M. O'Reell

Acting Director of the Mint.

P F

April 6, 1933.

Mr. F. C. Chaffin,
United States Mint,
Philadelphia, Pa.

My dear Mr. Chaffin:

I am inclosing a copy of a letter sent by Mr. Woodin to Senator Robinson in response to a letter written by Mr. Sam Louchheim. I am also inclosing a copy of regulation No. 25, which was sent to Senator Robinson for transmission to Mr. Louchheim.

Sincerely,

M M Peelle

Acting Director of the Mint.

April 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of April 6th.

This letter will be authority for you to accept the bid of the Miller, Bain, Beyer & Company, at $0.1376 per yard, covering 5,000 yards of cotton twill, 54" wide, to be used in making coin bags.

It is understood that this big is the lowest of five bids received, and that a release for the purchase of this material in the open market was granted by the Bureau of Prisons, Department of Justice, under date of March 29, 1933.

Respectfully,

M. M. O'Reilly,

Acting Director of the Mint.

April 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

On the Application for Annuity executed by Mr. Hugh Totten, it was indicated that the date of his birth was October 25, 1867. Such statement also agrees with the Bureau's records.

However, this Bureau has been advised by the Civil Service Commission that their records show that Mr. Totten gave his date of birth on his application for examination as October 25, 1868.

In view of the variance, and before his Application for Annuity may be acted upon, it will be necessary for Mr. Totten to furnish this Bureau evidence in accordance with one of the items listed on the inclosed Form 2473, in order that his correct date of birth may be established.

It is requested that such evidence be forwarded to the Bureau as soon as possible.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

April 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

On the Application for Annuity executed by Mr. Hugh Totten, it was indicated that the date of his birth was October 25, 1867. Such statement also agrees with the Bureau's records.

However, this Bureau has been advised by the Civil Service Commission that their records show that Mr. Totten gave his date of birth on his application for examination as October 25, 1868.

In view of the variance, and before his Application for Annuity may be acted upon, it will be necessary for Mr. Totten to furnish this Bureau evidence in accordance with one of the items listed on the inclosed Form 2473, in order that his correct date of birth may be established.

It is requested that such evidence be forwarded to the Bureau as soon as possible.

Respectfully,

M. M. O'Reel

Acting Director of the Mint.

April 8, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of March 10th, in regard to the letter from the Bureau dated March 3rd, granting authority to sell to Lees & Sanders, Ltd., Birmingham, England, 50 bags of Superintendent's sweeps, for the sum of $6,897, which was the highest bid received of eight requested.

I now wish to grant you authority to accept the next highest bid, namely that of Irvington Smelting & Refining Works, in the sum of $6,885, it being impracticable at this time to authorize the exportation of these sweeps containing gold.

It is felt that the slight difference between the two bids, namely $12.00, would more than offset the inadvisability of permitting the export of gold at this time.

Respectfully,

R. J. Grant,
Director of the Mint.
OR

April 8, 1933.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of April 7th it is noted that the Government Salary Tables do not include the rates mentioned. It is suggested that you prepare your own tables to cover the missing rates and that a copy be forwarded to the Bureau for its own use and approval.

Respectfully,

R J Grant,
Director of the Mint.

P

April 11, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Attention is invited to the enclosed decision of the Comptroller General, No. A-48060, dated April 6, 1933.

Relative to question No. 1, decision was forwarded you some days ago.

Concerning question and answer to No. 3, since in this case the employee was on administrative furlough for 15 days, for which the entire pay was withheld, no additional legislative impoundment (which would be a duplication) was required for this 15 days, thus calling for the indicated refund for 1-1/4 days erroneously deducted.

Relative to unanswered question No. 8, it is presumed that the answer will come later. Meanwhile, for the period April - June, the deduction and impoundment will be 15% instead of 8-1/3% as heretofore.

Respectfully,

R. J. Grant,
Director of the Mint.

April 12, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing copies of letters received by this Bureau through the Secret Service. Will you kindly account for the discrepency in the statements in the two letters, in one of which it is stated "currency was forwarded" and in the other it is stated "gold coins were forwarded".

The only question in regard to these letters is as to the difference in these two statements.

Kindly return the inclosed copies with your reply.

Respectfully,

R. J. Grant,
Director of the Mint.

April 15, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please send to the Assayer in Charge, United States Mint, Carson City, Nev., 800 copies of short form 42-A, "Memo. Report on Gold/Silver Bullion Deposited." The Carson City Mint is in urgent need of these forms.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

April 20, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of April 19th, relative to the claim of Philip Rappaport against Louis Hinden, which involves a certain payment for a gold deposit received at your institution.

It would appear that in view of the subpoena duces tecum nothing further can be done looking forward to the settlement for the last deposit made by Mr. Hinden.

A certified copy of Check No. 75239 is being forwarded for submission to the court if deemed appropriate.

Respectfully,

M. O'Reilly

Acting Director of the Mint.

April 20, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

When depositors of gold scrap request gold bars in return, which gold bars are to be used in the industrial arts, it is suggested you advise such depositors to make application, for such amount of gold as they may require, to the Federal Reserve Bank in their district.

Until the regulations now under consideration are perfected and approved, the Federal Reserve Banks will supply gold bars to be used in the arts.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

April 21, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to the furlough deduction adjustments on the payroll for the last half of March, attention is invited to the following:

In the account of John J. McGurr, No. 3 on page 7 of the roll, the Bureau records indicate that he was credited with $1,485.20 during the period July-March, 1/12 of which is $123.77, the amount required to be placed in the furlough column and impounded. The absence report shows that Mr. McGurr was actually absent 19 days 7 hours to the end of March, or 2½ hours in excess of the furlough period for which pay should have been deducted, this being 3/4 of 26-1/12 days, which constitutes 1/12 of 313 days for which per diem employees are regularly paid. The amount deductible (but not to be impounded) for the extra 2½ hours absence is $1.98, giving a total deduction chargeable for the period ending March, of $125.75. The deductions made on the roll, according to the Bureau records, total $122.74, which apparently calls for deduction on the roll for last half of March, of $3.01 instead of a refund of $11.06; this gives an apparent overpayment to the end of March of $14.07.

In the account of K. L. Haynie, No. 15 on page 5 of the roll, the Bureau records indicate total credits for the period July-March of $1,499.50, 1/12 of which equals $124.94, the amount deductible for impoundment. The actual impoundment, according to the Bureau records, totals $155.75, while the absence report indicates no excess of actual absence. It would therefore appear that the amount refundable to Mr. Haynie should have been $30.81 instead of $23.93.

If your records do not support the above, will you please advise the Bureau as to the method of arriving at the adjustments made on your March payroll, in each case. If your records do support the above, it is suggested that all the March adjustments be reviewed and that any necessary corrections be made on your April payroll, with memorandum in each case showing the method of arriving at the adjustments made. The notations in the "Remarks" column of the March 31st payroll do not adequately show the method of arriving at the adjustments that were made.

Respectfully,

H. M. Roe,

F-S

Acting Director of the Mint.

April 24, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a letter received today from the Supervising Architect in response to a letter addressed to him by Vogel-Ritt, Inc., of Philadelphia.

It is of course obvious to us that the Supervising Architect has nothing to do with keeping the Mint clean.

If the condition described in the Vogel-Ritt letter is true, I would suggest that some steps be taken by you to have more care taken to prevent the careless disposal of food and food particles in the Mint Building.

The Contingent Fund is available to you for the purpose of purchasing insect powder and such other materials as would combat the conditions such as described in the letter inclosed.

Respectfully,

R. J. Grant,
Director of the Mint.

April 25, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is noted from your letter of April 24th concerning furlough deduction adjustments on the payroll for the last half of March that a full day's pay was deducted where excess absence over the furlough requirement amounted to a fraction of a day. The General Accounting Office's requirement that a full day's pay be deducted in such cases was evidently for convenience of that office. The Comptroller General's decisions have indicated that for absence in excess of the furlough requirement the pay deductions should be on the old basis of deduction for the actual time absence at the regular rate.

It is suggested that the furlough deduction accounts of the following employees be reviewed: Michael J. McHugh, Edward H. McGowan, James F. Maguire, and Joseph A. Conahan.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

April 28, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am returning your letter of April 25th, giving a synopsis of bids received by you for melting and refining sweeps.

As the bid of J. A. Samuel & Co., of New York, was made under a misapprehension, it is thought best to reinvite proposals of this material, stating that the material may not be exported.

Respectfully,

R. J. Grant,
Director of the Mint.

April 28, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letter of yesterday concerning furlough deductions. In the account of Richard A. Robinson the amount to be refunded computes $13.19 instead of $12.19. In the account of Michael McHugh the total amount deducted appears from Bureau records to have been $193.87 instead of $183.87, which calls for a refund of $29.97 instead of $19.97. It is also suggested that the account of Lewis J. Harrington be reviewed; Bureau records indicate a refund due him of $13.97

Respectfully,

F-S

Director of the Mint.

"Contingent Expenses, Office of the
Director of the Mint, 1933".

VIA GOVERNMENT FACILITIES

Superintendent:
U. S. Mint, Philadelphia, Pa.
U. S. Mint, Denver, Colo.
U. S. Mint, San Francisco, Calif.
U. S. Assay Office, New York, N.Y.

May 1, 1933.

Copy Executive Order April fifth together with copies of regulations relating to licensing the purchasing and exportation of gold in mail stop Payment in coin or bars for gold bullion deposited not authorized make payment for gold deposits by check on Treasurer of United States stop Refer applications for purchase of gold bars to Federal Reserve Bank or branch

O'Reilly Acting Director

May 2, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This Bureau has been advised that in marking boxes for the Century of Progress Exposition, the Treasury Department is to use two horizontal yellow stripes.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

May 2, 1933.

Superintendent,
U S Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses $40,000.00.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P F

May 3, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise the Bureau as to the cost of striking the following medals in silver:

No. 12 of the Army medals, of Maj. Gen. Porter, for Chippewa, Niagara, and Erie.

No. 13 of the Army Medals, of Maj. Gen. Brown, for same.

No. 13 of the Navy Medals, of Capt. Macdonough, for capture of British fleet on Lake Champlain.

Respectfully,

Acting Director of the Mint.

May 3, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There are inclosed two letters referred to this Bureau by the Chief, Division of Appointments, relative to the date of birth of Mr. James A. Roney, and Mr. John A. Gernhardt.

It is requested that the forms attached to these letters be forwarded to the respective employees and that upon receipt of data establishing their date of birth, that the letter inclosed be returned.

Respectfully,

W. M. Rand

Acting Director of the Mint.

May 3, 1933.

Superintendent,
United States Mint,
Philadelpia, Pa.

Sir:

Will you please take steps to insure that the monthly reports of domestic coins received for melting are forwarded promptly after the close of each month. Your report of April melting has not yet reached the Bureau; please telephone same tomorrow morning.

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

May 4, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Copy of March schedule of disbursements is herewith enclosed for amendment and return. The indicated corrections of the charges, P. & R. to $6,175.17, alloy to $38.87, and fine bar to $1.72, are in accordance with the amounts shown on the assay reports and bullion abstract sheet, and include the 96¢ assay and stamping charge shown on the schedule, but not shown on the bullion abstract.

Attention is invited to the large proportion of silver retained, from the deposits received for repayment in bars. It is contemplated that on such deposits only such small portions of silver will be retained as will avoid issue of grains and small pieces that would otherwise be necessary where bars cannot be had for the exact quantity payable.

Voucher No. 508 is herewith returned for certification in the name of the company; Statement and Certificate of Award attached to same voucher should be amended as to symbol regarding award of contract.

Please forward a voucher for evidencing the $1,000 taken up as a special deposit - copy of letter of transmittal if available. Its transfer to Miscellaneous Receipts, not being a disbursement, has been changed to the adjustment column of the account current.

Please take steps for closing out as soon as possible the balance being carried under the 1932 appropriation.

Copy of April collection receipt - R. D. Louis - is enclosed for filing with your April account.

Respectfully,

Nellie Taylor Ross

Director of the Mint.

P-F-S
Encls.

May 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith returned, for your files, please find the duplicate certificate of deposit for checking account covering the $1,000 item pertaining to your March accounts. The General Accounting Office prefers, where such voucher is available, one evidencing agreement between payer and receiver, covering collections as well as disbursements. It is understood that you are forwarding for this purpose a copy of your letter of March 2, 1933, mentioned in your letter of May 5th.

The accounting difference between the $1,000 item and the $1.45 item mentioned by you is that when the $1.45 was disposed of in the special deposit account it no longer remained for further treatment by the Superintendent of the Mint, while in disposing of the $1,000 item from the special deposit account it was mearly a transfer to the miscellaneous receipt heading as one of the amounts collected as proceeds of medals. Apparently the sentence in Bureau's letter of May 4th concerning the disposition of the $1,000 item in the special deposit account was not made sufficiently clear; no change was made as regards its placing in the collection column, the only change being the transfer of the $1,000 from the disbursements column to the adjustments column. This does not call for any change in the schedule of collections.

Respectfully,

Nellie Taylor Ross

Director of the Mint.

F-S
Encl.

May 8, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Forms for use in negotiating certain of the contracts for the fiscal year 1934 are being forwarded. Contracts should be negotiated for all the continuing services and, if considered financially economical, for supplies that need to be procured with more or less frequency. If there is hesitancy, incident to the present monetary situation, in quoting prices for the entire fiscal year 1934, contracts may be executed for such shorter periods - say for six months or three months - as will be satisfactory to dealers and in the Government's interest. The same procedure should be used as in recent years.

Respectfully,

Nellie Tayloe Ross

Director of the Mint.

F-S
Encl.

May 9, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Attention is invited to sections 2 and 4 on pages 35 and 36 of the Appropriation Act for the fiscal year 1934, copy of which was forwarded you some weeks ago. These sections require that all purchases of supplies, etc., after March 3, 1933, must be of the growth, production or manufacture of the United States, with certain exceptions. All deliveries covering purchases made since March 3, 1933, should be covered by a certificate on the dealer's bill, as to the features contained in section 2 of the Appropriation Act, above mentioned.

Respectfully,

M M O'Reilly

F-S

Director of the Mint.

May 10, 1933.

Mr. Dwight H. Zollers,
United States Mint,
Philadelphia, Pa.

Sir:

Mr. Chaffin has advised this Bureau by telephone, that it is your desire to drive your own automobile to Chicago on your detail in connection with the Chicago World's Fair Centennial Celebration.

There appears to be no objection to such travel and the following is submitted for your guidance:

You may be allowed traveling expense not to exceed the cost of such travel by train via the shortest route from Philadelphia to Chicago, plus pullman expenses. In this connection it is advisable to make your claim for allowance for such travel in an amount slightly below the cost of travel by train.

Subsistence allowance may be claimed, but such amount claimed must not be in excess of the amount which would be allowed had such travel been made by train.

While it is not necessary as a general rule to present with such claims for traveling expenses, receipts which have been given when gas and oil is purchased, it might be advisable for you to obtain such receipts and to hold them so that in the event at some future time a disallowance might be made you would not be deprived of such money so expended. However, this suggestion is purely a precautionary measure.

As a guide relative to the actual cost of subsistence and train fare, plus pullman, you might inspect Mr. Gallagher's claim, as it is understood he intends to make the trip by train.

Respectfully,

M. M. O'Reilly

acting Director of the Mint.

May 11, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This Bureau is in receipt of your letter of May 4th, relative to the possibility of obtaining a supply of gold suitable for bars, to be furnished the Federal Reserve Bank at Philadelphia.

This Bureau has been instructed by the Secretary's Office to advise you to notify the Federal Reserve Bank at Philadelphia, that fine bars needed by that bank should be obtained directly from the Federal Reserve Bank in New York.

Respectfully,

M. M. O'Reilly,

Director of the Mint.

May 11, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This Bureau is today in receipt of a letter from the Secretary of the Civil Service Commission, advising that they are willing to accept October 25, 1867, as the date of Mr. Totten's birth.

The letter transmitted with your letter of April 21st., is being returned as directed.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

May 12, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Replying to your telephone inquiry of this morning, relative to the reproduction of presidential medals in minature, of design made at the Mint, the Chief of the Secret Service Division, has suggested the following statement be made to the person interested:

"As far as reproducing medals is concerned, the applicant must seek his own counsel and proceed at his own risk."

In connection with this subject, do you think it would be advisable to copyright our future presidential medals.

Respectfully,

Nellie Tayloe Ross

Director of the Mint.

May 12, 1933.

Director of the Mint,
Treasury Department,
Washington, D. C.

Dear Madam:

There is submitted one split and loaded ten dollar gold coin received from the Federal Reserve Bank of Baltimore, who received same from the First National Bank of Baltimore, who received same from the Commercial and Savings Bank, Baltimore, who received same from American Stores Company, Cortland Street, Belair, Maryland, who received same from Irving Ady, Sharon, Maryland, who received same from his mother, Mrs. Elizabeth Ady, of Sharon, Maryland, who received same about three years before from Louis Getz, deceased, of Belair, Maryland.

Salvage redemption, if any, to be sent direct to Mrs. Elizabeth Ady, of Sharon, Maryland, who has agreed to make the $10.00 good to the American Stores Company of Belair, Maryland.

Respectfully,

George A. Almoney

George A. Almoney,
Operative, Secret Service Division,
Baltimore, Maryland.

BUREAU OF THE MINT - May 12th.

Respectfully referred to the Superintendent, Philadelphia Mint, with the request that the intrinsic value of this coin be forwarded to Mrs. Elizabeth Ady, Sharon, Maryland.

Director of the Mint.

May 13, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Chief, Division of Bookkeeping and Warrants, of the Secretary's Office, has notified this Bureau that there will be no objection to the melting of uncurrent silver coins during the current fiscal year, the net loss on which is chargeable to the indefinite appropriation "Recoinage of Silver Coins".

You are accordingly requested to proceed with the melting of silver coin now on hand at your institution and such coin as may be shipped to your mint in the near future.

It is essential that vouchers covering the difference between the face value of the coin melted and the amount the same will produce in new coin be submitted not later than June 15, 1933, in order to afford time to secure settlement of these accounts from the General Accounting Office, and the drawing and deposit of the checks thereon prior to July 1, 1933. As you are aware, any checks not cleared through the Treasurer's accounts by June 30th, will constitute a charge against cash expenditures in 1934, which are definitely limited and in which no amount has been included for recoinage of uncurrent coin.

Respectfully,

Acting Director of the Mint.

May 15, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please furnish for use in the Bureau Laboratory, ten pounds of sheet lead in the form of five gram sheets.

Respectfully,

M. M. O'Reilly

Actg Director of the Mint.

May 16, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of May 15th.

The Bureau agrees with the statements made in your letter relative to the detailing of Mr. E. F. Gallagher and Mr. Dwight H. Zollers, to the Chicago Fair.

Respectfully,

Director of the Mint.

May 18, 1933.

Superintendent,
U S Mint,
Philadelphia, Pa.

Dear Sir:

Herewith find vouchers of Johnson and Higgins, insurance charges on shipments of new minor coin, made during the months of November and January of the current fiscal year, 3¢ each. Payment to be made from the profits on minor coinage.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

P F

May 19, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of May 18th.

You are authorized to accept the bids of the J. A. Samuel & Company, of New York, covering the following items:

Superintendent's Sweeps -------- @ $7,004
Melting and Refining Sweeps No.1 @ 4,004
Melting and Refining Sweeps No.2 @ 5,897

It is understood that the bids of the J. A. Samuel & Company were the highest received in each class. It is further understood that the bids were the highest of three bids received of eight requested.

Respectfully,

Nellie Taylor Ross

Director of the Mint.

May 19, 1933.

Superintendent,
Philadelphia Mint.

Sir:

Due to the fact that four of the small offices in the West are to be closed on June 30, 1933, there will be a stock of equipment and supplies on hand at each of these institutions.

I am inclosing a copy of the inventory of each of these assay offices. Will you please look these over promptly, check the material you think could be used, keeping in mind the cost of transportation.

A copy of each of these inventories is being sent to each of the other major institutions with the same request and in order that we may reconcile the distribution of the supplies and equipment, it will be necessary that the inventories be returned to the Bureau as quickly as possible.

Respectfully,

Nellie Taylor Ross

Director of the Mint.

May 20, 1933.

Dear Mr. Chaffin:

I am inclosing check for $25.00, to cover the cost of the special pigskin cases made for Mrs. Douglas. Will you please have the dealer forward a receipt to me, which I may transmit to Mr. Douglas.

Respectfully,

M. H. O'Reilly

May 24, 1933.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of a letter through the Secretary of the Treasury, from the State Department, asking for authority to make 6,000,000 silver coins of one peso each, for the Cuban Government.

Will you please advise the Bureau of the charges to be imposed for this coinage and other pertinent information necessary to reply to the Ambassador in regard to the execution of this coinage at your institution.

It is understood by the Bureau that you could not undertake this coinage until after the opening of the fiscal year.

Respectfully,

Nellie Tayloe Ross

Director of the Mint.

CR

May 25, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letter of May 10th, transmitting an application executed by Mr. James A. Roney, to the Foresters of America, to be used to establish Mr. Roney's date of birth.

The Civil Service Commission has advised the Bureau that this application was sufficient to establish the date of birth and has returned it to this Bureau for transmittal to you in accordance with your request that it be returned as it is considered a policy upon which depends payments for sick and death benefits.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

May 27, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The State Department has just advised this Bureau that the terms submitted covering the cost of coinage for Cuba, namely, $11.00 per thousand pieces, together with other items of agreement covering the handling of this coinage, are satisfactory. The State Department further advises that the Ambassador of Cuba has stated that the Chase National Bank is the agent to act for his Government in receiving and making payment for this coinage. It is understood that the silver required for this coinage will be supplied to you by the Chase National Bank.

This letter will be authority for you to proceed with the coinage as early as practicable. It is understood that the need of this coinage is urgent and this Bureau will appreciate your efforts in expediting its execution in every way possible.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

June 2, 1933.

Superintendent,
U S Mint,
Philadelphia, Pa.

Dear Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1933.

Salaries and Expenses $30,000.00

Yours truly,

Director of the Mint.

P

June 3, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please advise me as to the amount of furlough time which has not been taken by the employees up to the present time. I mean that furlough time which was earned up to the first of April, and has not yet been taken.

Will it not be possible for you to make such arrangements as will permit the employees to be given the furlough time which they earned and must take, if at all, before the close of June.

Respectfully,

Nellie Tayloe Ross

Director of the Mint.

June 3, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau has been advised through the State Department that the Government of Cuba has designated Mr. Pablo Lopez Morales, Chief of the Coin Section of the Department of Hacienda of Cuba, as delegate of the said Department "to supervise the work of the coining, counting and preparing for shipment", of coins to be made for that Government.

Respectfully,

Nellie Taylor Ross

Director of the Mint.

June 5, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

I am inclosing a copy of letter received from the Assayer in Charge at Seattle, relative to molds. The Assayer refers to a letter from your office, under date of September 26th, relative to a special alloy used in preparing molds. The Assayer requests that if the use of this alloy has proved to be satisfactory, ~~that~~ two molds be sent to him from your institution. If possible, will you comply with this request.

Please note the last paragraph in the letter from Seattle indicating the dimensions of these molds.

Yours truly,

Nellie Taylor Ross

Director of the Mint.

June 5, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

Reference is made to your letter of May 10th, relative to the amount of compensation drawn by Mr. Edward C. Jefferis during the period September 5, 1921 to October 30, 1922, while totally disabled.

This Bureau is now in receipt of a letter from the United States Compensation Commission advising that the amount drawn by Mr. Jefferis was $924.32.

The personnel card of Mr. Jefferis had no notation relative to his leave without pay for the period April 16, to December 31, 1920. In view of this leave, the retirement date will be advanced two months and a half, which will make such retirement effective August 31, 1933, as stated in your letter.

Yours truly,

Nellie Taylor Ross

Director of the Mint.

June 5, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

Receipt is acknowledged of your letter of June 2nd.

Authority is hereby granted you to accept the bid of the Vesuvius Crucible Company, of $2.40, each, for supplying one hundred No. 5, and two hundred No. 5-A, high-carbon crucibles for use in the electric melting furnaces, less two percent.

It is understood that bids submitted by the Bartley Crucible & Refractories Company and the Electro Refractories & Alloys Corp., were lower than the bid of the Vesuvius Company, but that you recommend the acceptance of the Vesuvius Company's bid as tests were made on crucibles submitted by the different bidders and you find that those furnished by the Vesuvius Company gave an average of 195 heats each, while all the others gave below 100 heats each.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

CMR

June 5, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

Receipt is acknowledged of your letter of June 2nd.

In accordance with your recommendation, authority is hereby granted you to accept the bid of the M. Segal & Sons covering 20 dozen pairs each of buckskin and horsehide gloves, in the sum of $7.50 for the buckskin gloves and $5.00 for the horsehide gloves.

It is understood that the bid of M. Segal & Sons was the lowest of three bids received.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

June 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

There is being forwarded a duly signed receipt covering the Panamanian silver coins recently manufactured at the Philadelphia Mint.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

June 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

This Bureau is in receipt of an inquiry in regard to a deposit of jewelry said to have been forwarded by one J. Levin, Jeweller, 532 South Main Street, Elkhart, Indiana.

It has been stated that the package was forwarded to Washington, but this Bureau has no record of having received a package from this person.

Do your records show the receipt of such deposit?

Yours truly,

Robert Taylor Ross

Director of the Mint.

June 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There are being forwarded to you to-day, under separate cover, two fine silver bars, weighing 40.45 and 32.65 ounces respectively.

In exchange, please furnish the Bureau the equivalent in inquartation silver in either shot or disc form.

Respectfully,

Director of the Mint.

Q.

June 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The following pertains to your accounts for the month of April.

Please forward schedule of deposits unpaid during March and paid in April; apparently the schedule was not received with the other papers.

It is requested that, in future, when charges on the bullion deposits are not deposited in the Treasury during the month in which collected, they be shown on the schedule of collections and in the collection column of the regular account current as usual. Being on hand in the form of bullion, and since the regular account assets cannot consist of bullion, the value thereof should be expended from the bullion fund cash account and the cash shown as on hand per the regular account current. Then when deposit in the Treasury occurs through issue of bullion fund check, the cash will be reacquired by the bullion fund in exchange for the check. Please show separately on the May schedule of collections the charges items pertaining to the month of April.

Please forward a voucher - copy of letter of transmittal if available - to support the item of $2,000 from the Government of China.

Foreign metal statements (3) are enclosed for the Superintendent's certification and return.

On payroll for April 1 - 15, page 11, the extra time worked by the firemen is shown in the "Remarks" column at the amount actually paid; it should be shown at the basic rates as heretofore (before reduction of 15%).

Yours truly,

Director of the Mint.

P-F-S
Encl.

June 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

Confirming telephone communication of today, this letter will be authority for you to accept the bid of the New Deal Lumber Company, in the sum of $49.00 per thousand feet, less 2% for payment in 10 days, covering approximately 16,000 feet of white pine lumber, 1" x 12", this bid being the lowest of six received.

It is understood this lumber is required for the manufacture of boxes in which to make shipment of the coins now being manufactured for the Government of Panama.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

June 9, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

My dear Mr. Superintendent:

I have your letter of June 8th, suggesting that Mr. Clarence R. Shook be authorized to represent me in placing under seal, silver bars ready for storage.

I concur in your recommendation that Mr. Shook be designated as my representative for the duty described.

Yours truly,

Director of the Mint.

June 10, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Please furnish for use in the Bureau Laboratory, twenty-five pounds of sheet lead in the form of five gram sheets.

Yours truly,

Nellie Taylor Ross

Director of the Mint.

June 13, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Herewith enclosed please find two copies each of approved contracts for the fiscal year 1934, as listed below; in some cases one copy of acceptance:

Contract No.	Contractor
T2m-156	The Bell Telephone Co. of Pennsylvania.
157	Keystone Telephone Co. of Philadelphia.
224	The Philadelphia Gas Works Company.
225	The Philadelphia Electric Company.
226	The Receiver of Taxes, City of Phila.
227	The Electrical Bureau, City of Phila.
228	Pennsylvania Laundry Company.
230	American Ice Company.
231	American Engineering Company.
232	Paschall Oxygen Company.

Yours truly,

Director of the Mint.

T-S
Encls.

June 15, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Herewith returned please find letter of the Lava Crucible Company, forwarded with your endorsement of June 14th. From the information present and available, the crucibles in question are evidently barred from purchase by you by Sec. 2 of Title III, on page 35 of the appropriation Act for the fiscal year 1934. However, it is possible that conditions not presented in the letter in question might bring such crucibles under some of the exceptions of the above mentioned Sec. 2; if you so consider, please advise the Bureau which exception is pertinent, with the reasons therefor.

It is suggested that careful study be made of Sec. 2, and that the conditions laid down be carefully considered. Prospective bidders should be informed at the time they are invited to bid as to the certifications that will be required.

It is further suggested that your contracts for the coming fiscal year be reviewed, with the provisions of the above mentioned Sec. 2 of Title III fully in mind.

Yours truly,

Director of the Mint.

F-S
Encl.

June 15,1933.

Superintendent, U.S. Mint
Philadelphia Pa.

Sir:

Receipt is acknowledged of 72.50 ounces of proof silver in disc form forwarded with your letter of June 14,1933.

Respectfully

M M O'Reilly

Acting Director of the Mint.

OR

June 19, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Will you kindly obtain the address of the following firms and telephone the Bureau tomorrow (Tuesday) as soon as the addresses are available.

Vesuvius Crucible Company.

Joseph Dixon Crucible Company.

Chicago-Naugatuck Crucible Company.

Ross-Tacony Crucible Company.

Bartley Crucible & Refractories Co.

Yours truly,

[illegible]

Acting Director of the Mint.

F-S

June 19, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear sir:

Receipt is acknowledged of your letter of June 17th.

In your letter you state that Mr. Edward C. Jefferis having had 12 days, 3 hours and 30 minutes annual leave in 1920, that such leave will cause his retirement date to fall within the month of September instead of August, as stated in my letter of June 5th.

In computing the amount of excess leave beyond the six months period, the amount of annual leave used is not included and therefore Mr. Jefferis' retirement date is not advanced because of his using such annual leave. His retirement will be effective at the close of business August 31, 1933.

Yours truly,

M. M. O'Reilly

Acting Director of the Mint.

June 20, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Reference is made to your letter of June 17th, and to Bureau letter of June 19th, in reply thereto.

The statement made in Bureau letter of the 19th, with regard to computing excess leave beyond the six months period is erroneous. Therefore, as stated in your letter, Mr. Jefferis is not subject to retirement until September 30, 1933.

Yours truly,

M M O'Reilly

Acting Director of the Mint.

June 23, 1933.

Superintendent, United States Mint, Philadelphia.
" " " " San Francisco.
" " " " Denver.
" U. S. Assay Office, New York.
Assayer in Charge, U. S. Assay Office, Seattle.
" " " United States Mint, New Orleans.

Gentlemen:

Inquiries made by this office, in connection with communications from manufacturers of graphite goods used in the Mint Service relative to orders for such supplies, have established that crucibles manufactured from graphite mined in the United States will not give satisfactory results in service. Purchases of such articles will therefore not be confined to those of wholly domestic origin, under Sec. 2 of Title III of the Act of Congress dated March 3, 1933. Vendors should, however, certify as to the domestic manufacture of their products, with indication that the graphite content was imported.

Each voucher covering payment for such articles should be accompanied by a certification of the officer in charge of the mint or assay office, substantially as follows:

> Crucibles suitable for use in Mint Service work are not produced from graphite mined in the United States; tests made of crucibles manufactured from domestic graphite gave very unsatisfactory results from a practical working viewpoint, as well as forecast unreasonably high cost if used in regular Mint Service work.

Yours truly,

M. M. O'Reilly

F-S

Acting Director of the Mint.

June 23, 1933.

Similar letter to Denver and San Francisco.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The Bureau has been requested to report to the Secretary's Office, at the close of business each second week, the amount of deposits received, at each institution. This report is rendered to the Secretary's Office every second Friday.

In order that we may have the information from you on time, will you please report by letter to the Bureau, the total value of gold deposits at the close of business for the two weeks period ending July 6th, and every two weeks thereafter.

Yours truly,

W. M. O'Reilly

Acting Director of the Mint.

June 26, 1933.

Superintendent, United States Mint, Philadelphia.
" " " " San Francisco.
" " " " Denver.
" U. S. Assay Office, New York.
Assayer in Charge, U. S. Assay Office, Seattle.
" " " United States Mint, New Orleans.

Gentlemen:

Bullion and coin shipments will continue to be reported, during the fiscal year 1934, for insurance, to Johnson & Higgins, 67 Wall St., New York, N. Y.

Yours truly,

Arthur Taylor Roe

F-S

Director of the Mint.

June 28, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

As soon as practicable after the close of this fiscal year, please forward to the Bureau the usual data for use in preparing the annual report of the Director of the Mint. If there were any unusual or outstanding features of the year, detailed description thereof is desired.

Yours truly,

Nellie Tayloe Ross

F-S

Director of the Mint.

July 5, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Styer:

This letter will confirm telephone communication of today requesting you to prepare working dies for Oregon Trail Memorial coins, to be sent to the Mint at Denver.

These dies should be sent as promptly as possible.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

July 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Styer:

It is requested that you submit to the Bureau, at your convenience, a statement showing the retirement deductions to be credited to the individual employees of your institution.

In submitting this form, please list the employees alphabetically, using the following headings:

Name	Retirement Deductions	Tontine Deductions	Credit Balance

Yours truly,

Arthur Ray Ross

Director of the Mint.

July 6, 1933.

Superintendent,
US Mint,
Philadelphia, Pa.

Dear Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1934.

Salaries and Expenses	$40,000.00
Transportation, etc	20.00

Yours truly,

Director of the Mint.

P F

July 6, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Reference is made to certificates of deposit Nos. 6, 7 and 8, form No. 1 (revised), all dated July 5, 1933, $13.00, $1,917.07 and $800.00, respectively, and all indicated for credit to the 1934 Salaries and Expenses Appropriation (24-510). Advice is requested as to whether the work in question may have been performed prior to July 1st, in which case the appropriation for the fiscal year 1933 would be the one to be credited.

Yours truly,

Nellie Taylor Ross

Director of the Mint.

F-F-S

July 7, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Styer:

Receipt is acknowledged of your letter of July 6th.

In the future please advise the Bureau of the total value of the gold and silver deposits. From your letter we have used the figure $270,311.66, which is the value of the gold and silver combined. This is all that is necessary.

Yours truly,

Nellie Taylor Ross

Director of the Mint.

OR

July 8, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear sir:

A survey of the Bureau's records indicates the following named persons will be retired from the Philadelphia Mint during the current fiscal year:

Name	Position	Effective Date
Edward C. Jefferis	Skilled Workman	9-30-33
Sarah J. McClister	Fore. Sewing Room	9-30-33
Charles M. Barth	Roller	10-31-33
Peter Daily	Roller	10-31-33
Harry A. Powell	Cashier	12-31-33
James V. Russell	Fore. Melting Room	12-31-33
Charles V. Groth	Die-Maker	1-31-34
Thomas J. Reilly	Skilled Workman	1-31-34
Edward R. Steck	Chief Engineer	1-31-34
William J. Henry	Fore. Whitening Room	3-31-34
William R. Brown	Skilled Workman	4-30-34
Francis J. Kelly	Skilled Workman	4-30-34
John J. Dee	Carpenter	5-31-34
James F. Maguire	Skilled Workman	5-31-34
William F. Walsh	Helper	5-31-34

Will you please verify this statement and advise as to whether or not it agrees with your records.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

July 11, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

We are forwarding, under separate cover, bullion fund checks returned unused by the Boise Assay Office, numbered 1721 to 2000, for use by you in case your present supply becomes exhausted before the supply being ordered today reaches you. If the Boise Assay Office checks are used by you, the disbursing symbol should, of course, be changed from 15115 to your symbol 15068.

Your order of about one month ago is being reduced from 5000 checks to 1500 checks and their preparation will be expedited as much as possible.

Yours truly,

Nellie Taylor Ross

Director of the Mint.

F-S

July 12, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Your May voucher No. 650, Donaghy & Sons, is herewith enclosed for consideration and return. The dealer's certified bill is for 32,960 lbs. or 16.48 tons, whereas payment was made for 164.8 tons or 329,600 lbs.

With reference to voucher No. 638, information is requested as to whether a clearance was obtained from the Department of Justice before the purchase of the cotton twill was made from other than that department.

Please forward voucher to support the amount collected from the Government of China.

Yours truly,

Nellie Taylor Ross

Director of the Mint.

P-P-S
Encls.

July 12, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear sir:

Will you please forward to the Bureau, as promptly as possible, a statement showing the withdrawals of gold from your office from January 1, 1933, to the close of business June 30, 1933, indicating the date of the withdrawal, the name of the person or firm withdrawing the gold, and the value of the same, distinguishing on the list between the gold withdrawn in exchange for gold deposits, and the gold purchased.

Please make a separate list of those withdrawing gold under license.

Yours truly,

[illegible]

Acting Director of the Mint.

July 13, 1933.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Styer:

I have your letter of July 12th, inclosing a trial strike from the dies for the recently authorized Franklin Medal.

It gives me pleasure to approve the medal. I should like to keep it for the case in my office. Will you please carry the medal on the books of the Mint as lent to the Bureau.

Yours truly,

Director of the Mint.